



Editing uploaded records in the Alaska's Digital Archives

There's a variety of reasons you may need to edit records once you've already loaded them to the website. You may have an addition to the metadata, a correction, or a change in the language for one of your standard fields, or something else. There are two routes to make changes: through the web administrative interface (will have to be done by your project director because of security settings) and through the Project Client.

What route do you choose?

It will be dependent on what changes need to be made. You can make all changes in the Project Client. Almost all changes can be made in the administrative interface. But some changes are easier in one or the other, depending on what you need to accomplish.

Project Client (can be done by anyone with item adding privileges)

- Replacing the item file itself (only available through the Project Client)
- Changes for 1-600 items
- Additions or deletions to part of a field
- Repetitive changes to part of a field
- Changes within controlled vocabulary fields when you want to easily view the vocabulary to make selections
- If a spellcheck function is desirable
- If you will be adding new terms to controlled vocabulary fields
- Changing the band applied to an item file

Administrative interface (must be done by your site project coordinator)

- Global changes (only available in the web interface)
- Changes to more than 600 items
- Repetitive changes to entire fields
- Simple changes to a small number of items
- Changes done from a tablet or other mobile device (only available in the web interface)
- Quick changes on typographical errors
- Deleting items

- Edits to compound objects

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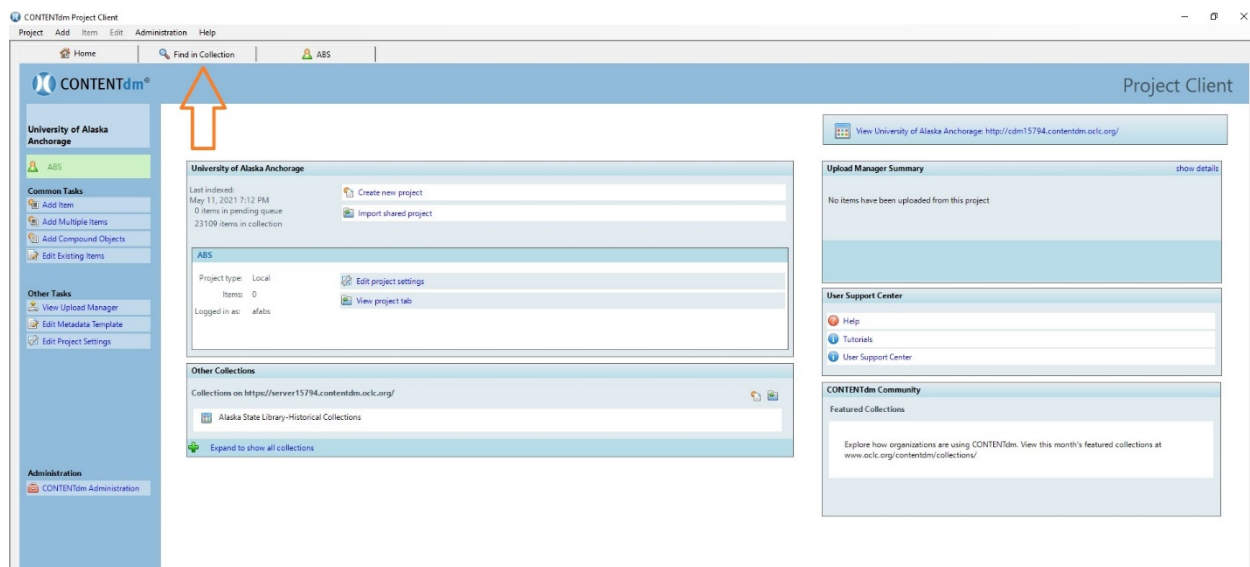
Editing in the Project Client

As with metadata entry, generally it's easiest to do edits in the Project Client. You can view controlled vocabularies while you're in each field, get pop-up boxes to do data entry which aren't as size-restricted as the ones in the online interface and allows you to see more of the data entry you're doing, it has a spell check capacity, some search-and-replace capacity, and can be done by anyone registered to the project and not just your site administrator. But if you want to do changes to more than 600 records at a time, you won't be able to do them. Depending on the bandwidth for your internet connection, even doing more than 100 at a time can be problematic.

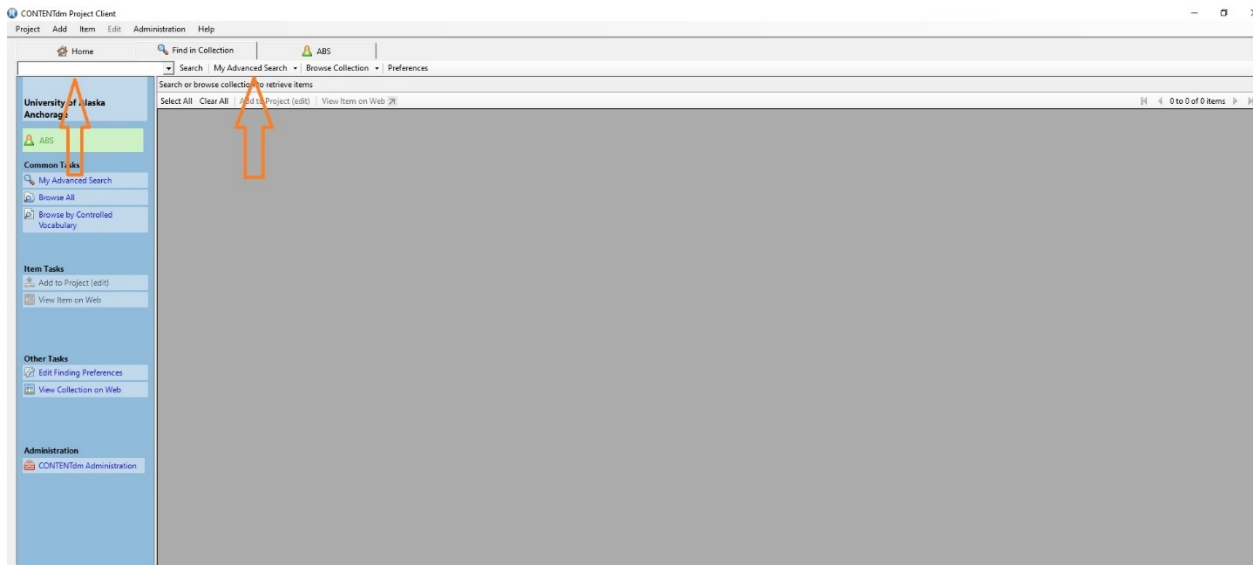
Project Client edits: metadata edits

First, open up your Project Client. If you have not yet created a project, you will need to do that. Instructions are in the tutorial: Getting started with the ContentDM Project Client part 3: Creating a project. If you have an existing empty project, you can re-use it for the editing. Any default metadata preset in the metadata template will not carry over to the records you will be downloading. Make sure your project is empty though—pulling records to be editing into an existing group can lead to confusion about what needs to be done!

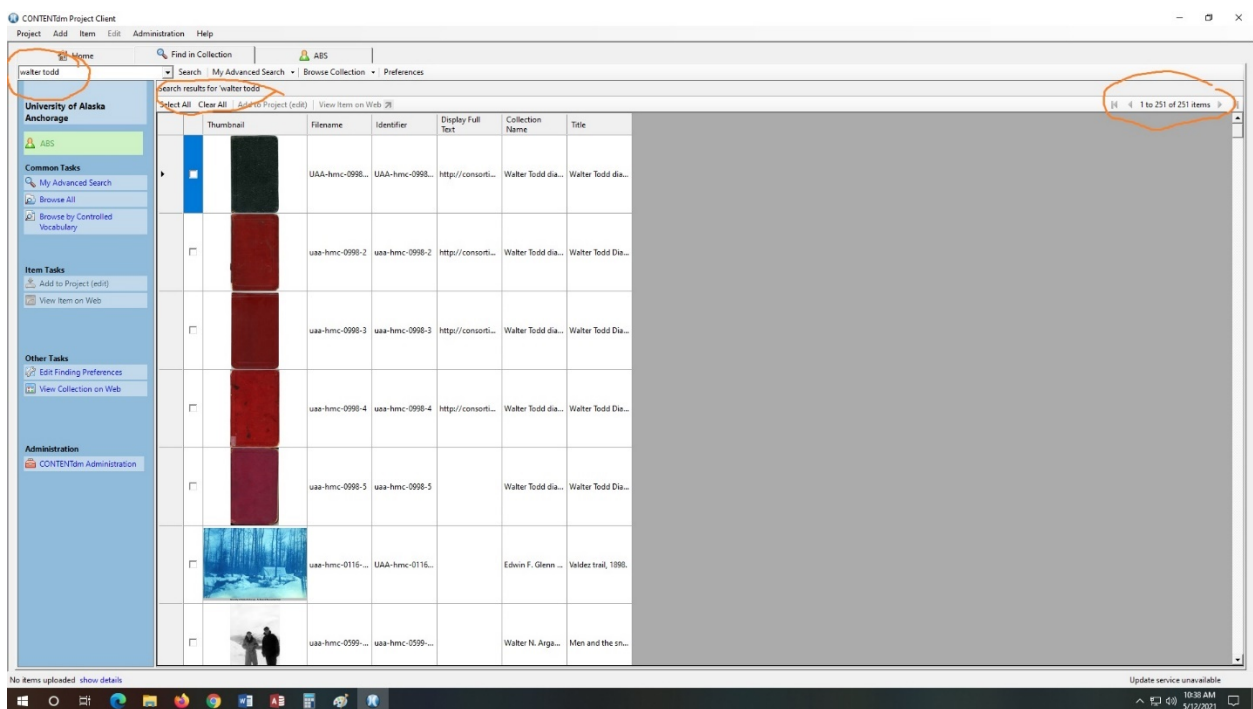
Click on the Find in collection tab.



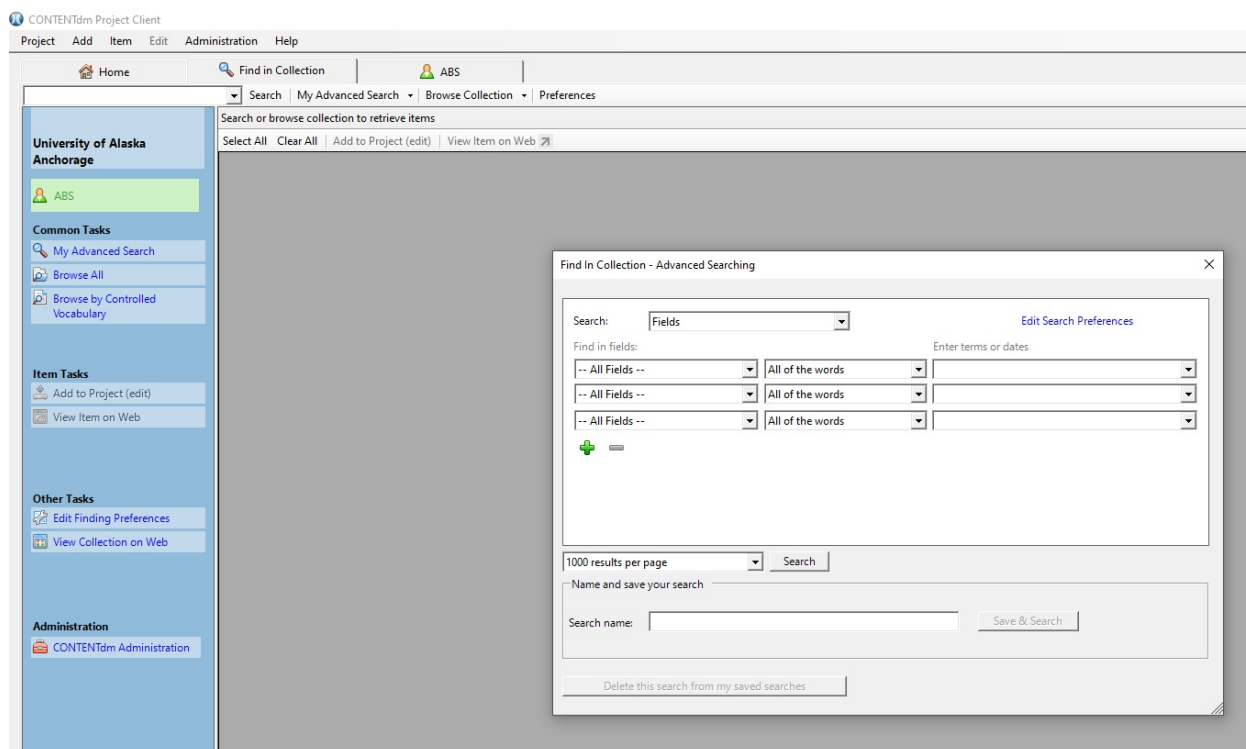
This will take you to the search page where you can do a basic keyword search or can do an advanced search.



If the words or terms you're searching for might be found in many records, you might want to use the Advanced search mechanism to narrow it down. This next screenshot shows my general search for some diaries written by Walter Todd.



In doing that search, the first five items were the diaries, but my search pulled up a total of 251 items that had walter and todd in them, and those were not what I wanted. If you're finding that the items you want are mixed in a bigger group of items, you may want to consider using the Advanced search mechanism and using search phrases (collection names, creator names, etc.) that will allow you to narrow it down to just the items you want.



The Advanced search page is a pop-up box that allows you to be very specific about your search. You can choose individual fields to be searched, choose whether to search all the words, any of the words, exact phrases, and exclude records with certain words (none of the words). You can add multiple search restrictions beyond the default three that appear by using the plus sign just below the three default. You can also set how many results you want to appear per page in your final list. Remember, though, that you cannot add more than about 600 items to your project. You can also name and save your search if you have reason to believe you'll want to re-create it regularly.

Important note: pulling compound objects into the Project Client can have some very unexpected and unwelcome effects on your metadata and the structure of the object. Generally, all edits to a Compound Object should be completed within the web administrative interface.

In this case, I used the same search keywords that I did in the general search, but limited the search to the collection name field, as shown below.

Find In Collection - Advanced Searching

Search: [Edit Search Preferences](#)

Find in fields:

<input type="text" value="Collection Name"/>	<input type="text" value="All of the words"/>	<input type="text" value="walter todd"/>
<input type="text" value="-- All Fields --"/>	<input type="text" value="All of the words"/>	<input type="text" value=""/>
<input type="text" value="-- All Fields --"/>	<input type="text" value="All of the words"/>	<input type="text" value=""/>

+ -

1000 results per page

Name and save your search

Search name:

Because we only have 5 items in the Digital Archives that have this name in the collection name field, my results from the Advanced search only gave me 5 items instead of the 251 obtained by a search across all fields.

CONTENTdm Project Client






Project Add Item Edit Administration Help

Home Find in Collection ABS

Search My Advanced Search Browse Collection Preferences

Search results for 'walter todd'

Select All Clear All Add to Project (edit) View Item on Web

	Thumbnail	Filename	Identifier	Display Full Text	Collection Name	Title
<input checked="" type="checkbox"/>		UAA-hmc-0998...	UAA-hmc-0998...	http://consorti...	Walter Todd dia...	Walter Todd dia...
<input type="checkbox"/>		uaa-hmc-0998-2	uaa-hmc-0998-2	http://consorti...	Walter Todd dia...	Walter Todd Dia...
<input type="checkbox"/>		uaa-hmc-0998-3	uaa-hmc-0998-3	http://consorti...	Walter Todd dia...	Walter Todd Dia...
<input type="checkbox"/>		uaa-hmc-0998-4	uaa-hmc-0998-4	http://consorti...	Walter Todd dia...	Walter Todd Dia...
<input type="checkbox"/>		uaa-hmc-0998-5	uaa-hmc-0998-5		Walter Todd dia...	Walter Todd Dia...

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ABS

Common Tasks

- My Advanced Search
- Browse All
- Browse by Controlled Vocabulary

Item Tasks

- Add to Project (edit)
- View Item on Web

Other Tasks

- Edit Finding Preferences
- View Collection on Web

Administration

- CONTENTdm Administration

Once you have your search results, you need to select the items. If your results list is limited to only the items you're seeking, you can choose the Select All button just above the results list as shown below.






CONTENTdm Project Client

Project Add Item Edit Administration Help

Home Find in Collection Search My Advanced Search Browse Collection Preferences

Search results for 'walter todd'

Select All Clear All Add to Project (edit) View Item on Web 38 1 to 5 of 5 items

	Thumbnail	Filename	Identifier	Display Full Text	Collection Name	Title
<input type="checkbox"/>		UAA-hmc-0998...	UAA-hmc-0998...	http://consorti...	Walter Todd dia...	Walter Todd dia...
<input type="checkbox"/>		uaa-hmc-0998-2	uaa-hmc-0998-2	http://consorti...	Walter Todd dia...	Walter Todd Dia...
<input type="checkbox"/>		uaa-hmc-0998-3	uaa-hmc-0998-3	http://consorti...	Walter Todd dia...	Walter Todd Dia...
<input type="checkbox"/>		uaa-hmc-0998-4	uaa-hmc-0998-4	http://consorti...	Walter Todd dia...	Walter Todd Dia...
<input type="checkbox"/>		uaa-hmc-0998-5	uaa-hmc-0998-5		Walter Todd dia...	Walter Todd Dia...

No items uploaded show details

Update service unavailable

10:37 AM 5/12/2021

This will select all of them. If need to select some of the results and not all, you will need to click on each individual record to select them. You select individual items by clicking in the little box to the left of each item thumbnail.

CONTENTdm Project Client








Project Add Item Edit Administration Help

Home Find in Collection ABS

walter todd Search My Advanced Search Browse Collection Preferences

Search results for 'walter todd'

Select All Clear All Add to Project (edit) View Item on Web ↗

	Thumbnail	Filename	Identifier	Display Full Text	Collection Name	Title
<input checked="" type="checkbox"/>		UAA-hmc-0998...	UAA-hmc-0998...	http://consorti...	Walter Todd dia...	Walter Todd dia...
<input checked="" type="checkbox"/>		uaa-hmc-0998-2	uaa-hmc-0998-2	http://consorti...	Walter Todd dia...	Walter Todd Dia...
<input checked="" type="checkbox"/>		uaa-hmc-0998-3	uaa-hmc-0998-3	http://consorti...	Walter Todd dia...	Walter Todd Dia...
<input checked="" type="checkbox"/>		uaa-hmc-0998-4	uaa-hmc-0998-4	http://consorti...	Walter Todd dia...	Walter Todd Dia...
<input type="checkbox"/>		uaa-hmc-0998-5	uaa-hmc-0998-5		Walter Todd dia...	Walter Todd Dia...
<input type="checkbox"/>		uaa-hmc-0116-...	UAA-hmc-0116...		Edwin F. Glenn ...	Valdez trail, 1898.
<input type="checkbox"/>		uaa-hmc-0599-...	uaa-hmc-0599-...		Walter N. Arg...	Men and the sn...

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ABS

Common Tasks

- My Advanced Search
- Browse All
- Browse by Controlled Vocabulary

Item Tasks

- Add to Project (edit)
- View Item on Web

Other Tasks

- Edit Finding Preferences
- View Collection on Web

Administration

- CONTENTdm Administration

Once you have selected your items, click on the Add to Project (edit) button just above the thumbnails.

CONTENTdm Project Client






Project Add Item Edit Administration Help

Home Find in Collection ABS

walter todd Search My Advanced Search Browse Collection Preferences

Search results for 'walter todd'

Select All Clear All Add to Project (edit) View Item on Web

		Thumbnail	Filename	Identifier	Display Full Text	Collection Name	Title
	<input checked="" type="checkbox"/>		UAA-hmc-0998...	UAA-hmc-0998...	http://consorti...	Walter Todd dia...	Walter Todd dia...
	<input checked="" type="checkbox"/>		uaa-hmc-0998-2	uaa-hmc-0998-2	http://consorti...	Walter Todd dia...	Walter Todd Dia...
	<input checked="" type="checkbox"/>		uaa-hmc-0998-3	uaa-hmc-0998-3	http://consorti...	Walter Todd dia...	Walter Todd Dia...
	<input checked="" type="checkbox"/>		uaa-hmc-0998-4	uaa-hmc-0998-4	http://consorti...	Walter Todd dia...	Walter Todd Dia...
	<input checked="" type="checkbox"/>		uaa-hmc-0998-5	uaa-hmc-0998-5		Walter Todd dia...	Walter Todd Dia...

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Common Tasks

- My Advanced Search
- Browse All
- Browse by Controlled Vocabulary

Item Tasks

- Add to Project (edit)
- View Item on Web

Other Tasks

- Edit Finding Preferences
- View Collection on Web

Administration

- CONTENTdm Administration

This will leave you on this screen, but will highlight in blue all of the items you've added to the project. This will let you know that these records are now locked because they are now in edit mode.

CONTENTdm Project Client






Project Add Item Edit Administration Help

Home Find in Collection ABS

walter todd Search My Advanced Search Browse Collection Preferences

Search results for 'walter todd'

Select All Clear All Add to Project (edit) View Item on Web ↗

	Thumbnail	Filename	Identifier	Display Full Text	Collection Name	Title
						
		uaa-hmc-0998-2	uaa-hmc-0998-2	http://consorti...	Walter Todd dia...	Walter Todd Dia...
		uaa-hmc-0998-3	uaa-hmc-0998-3	http://consorti...	Walter Todd dia...	Walter Todd Dia...
		Walter Todd Dia...	uaa-hmc-0998-4	http://consorti...	Walter Todd dia...	Walter Todd Dia...
		uaa-hmc-0998-5	uaa-hmc-0998-5		Walter Todd dia...	Walter Todd Dia...

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ABS

Common Tasks

- My Advanced Search
- Browse All
- Browse by Controlled Vocabulary

Item Tasks

- Add to Project (edit)
- View Item on Web

Other Tasks

- Edit Finding Preferences
- View Collection on Web

Administration

- CONTENTdm Administration

You will now need to move to the Project so that you can edit these records. Click on your project name tab which is to the right of the Find in Collection tab at the top.

Home

Find in Collection

ABS

walter todd

Search

My Advanced Search

Browse Collection

Preferences

University of Alaska Anchorage

ABS

Common Tasks

My Advanced Search

Browse All

Browse by Controlled Vocabulary

Item Tasks

Add to Project (edit)

View Item on Web

Other Tasks

Edit Finding Preferences

View Collection on Web

Administration

CONTENTdm Administration

Search results for 'walter todd'

Select All

Clear All

Add to Project (edit)

View Item on Web

	Thumbnail	Filename	Identifier	Display Full Text	Collection Name	Title
		uaa-hmc-0998-2	uaa-hmc-0998-2	http://consorti...	Walter Todd dia...	Walter Todd Dia...
		uaa-hmc-0998-3	uaa-hmc-0998-3	http://consorti...	Walter Todd dia...	Walter Todd Dia...
		Walter Todd Dia...	uaa-hmc-0998-4	http://consorti...	Walter Todd dia...	Walter Todd Dia...
		uaa-hmc-0998-5	uaa-hmc-0998-5		Walter Todd dia...	Walter Todd Dia...

You'll be taken to the main page of the project. From here you can make whatever edits you like.

[illegible]

If you click in the field you want to edit, you'll highlight the field. A second click will highlight the contents of the field. Be very careful here: it's very easy to delete! A third click will put your cursor within the field so you can edit. To do this here, do not do those multiple clicks quickly or the Project Client will assume that was a double click and you want to open the item record.

If you prefer to edit from the item record—which is generally safer—just double-click anywhere on the record from the thumbnail to any one of the metadata fields.

The screenshot shows the CONTENTdm Project Client interface. The top menu bar includes Project, Add, Item, Edit, Administration, and Help. Below the menu is a toolbar with buttons for Home, Find in Collection, and a user profile icon labeled 'ABS'. The main window displays the metadata editor for the item 'Walter Todd diary A, June-November 1915'. The left sidebar contains navigation links for 'University of Alaska Anchorage', 'ABS', 'Walter Todd diary A, June-November 1915', 'View', 'Item Editing Tasks' (Replace Thumbnail, Permissions), 'Other Tasks' (View Upload Manager, Edit Metadata Template, Edit Project Settings), and 'Administration' (CONTENTdm Administration). The main area is divided into two panes: 'Field Name' and 'Field Values'. The 'Field Name' pane lists various metadata fields, and the 'Field Values' pane displays the corresponding values for the selected item. The 'Field Values' pane is currently selected, showing the following information:

Field Name	Field Values
Filename	UAA-Item-0980-A
Identifier	UAA-Item-0980-A
Display Full Text	http://consortiumlibrary.org/archives/HAC-0980/WalterToddAtranscript.pdf
Collection Name	Walter Todd diaries, 1915-1916. UAA-HMAC-0980
Title	Walter Todd diary A, June-November 1915.
Description	First volume of five volume set of diaries kept by Walter Todd, railroad surveyor for Alaskan Engineering Commission in southcentral Alaska. June 18-Nov. 12, 1915. [143] pages.
Creator	Todd, Walter;
Contributors	
Required citation	Walter Todd diaries, Archives and Special Collections, Consortium Library, University of Alaska Anchorage.
Subject	Anchorage; Barrels; Beaches; Beds; Berries; Billiards; Blizzards; Boat engines; Boats; Bolts & nuts; Boxes; Buildings; Cabins; Camps; Candles; Canoes; Card games; Carts & wagons; Chains; Channels; Clams; Cleaning; Coal; Cooking; Cooks; Corduroy roads;
Subject.LCSH	Construction equipment; Freight and freightage; Tides; Mushers; Moraines; Tape measures; Kerosene; Steering gear; Gears; Salmonberry; Ash (Plants); Fir; Coalfields; Coroners; Spruce; Accounting;
Subject.Local	Alaska Natives--Southcentral Alaska
Personal Name	Todd, Walter; Schrenger, Fred; Bredin, Oscar; Lucchini, Paul; Duker, Julie; DuVal, Neddie; Lucchini, Paul, Mrs.; Schrenger, Fred, Mrs.; Balderson, Archie; Arnold, Fred; Todd, Laurence; Copen, Otto; White, Dave; Mayer, Andy; Saxton, J. B.; Duker, Ben; Evans, G. W.;
Corporate Name	Alaska Pacific Railway and Terminal Company; Northland (Ship); Alaskan Engineering Commission; Geological Survey (U.S.); United States. Navy; Copper River and Northwestern Railway; U.S. Coast & Geodetic Survey; Farragut (Steamer); Hotel Seaward (Seaward);
Location	Bering Glacier (Alaska); Bering Lake (Alaska); Bering River (Alaska); Campbell River (Valdez-Cordova Census Area, Alaska); Canyon Creek (Bering Glacier B-6, Valdez-Cordova Census Area, Alaska); Carbon Creek (Valdez-Cordova Census Area, Alaska); Chilkat
Region	Southcentral Alaska.
Latitude	
Longitude	
Date	1915 June - November
Date.searchable	
Date.digital	2006
Type	Text (Diaries);

For more details on how to format your metadata and additional options for working within this screen, please see the Metadata Standards guide and the tutorial: How to apply metadata to a project. You may notice in the samples here that the metadata fields do not exactly look like the ones you'll be seeing on your screen. These are records that include some legacy metadata fields from a collection with over 20,000 items in it. While we're slowly amending records to meet current standards as we have reason to edit them, this is going to be a very long process to make them all match.

Once you've completed your edits, you have two options. In the upper right-hand corner of the screen you can move to the next item to do edits on that one or you can click on close to go back out to the main project screen. If you close, you will be notified if your record contains any non-approved controlled vocabulary terms. If you haven't added anything that should trigger that warning, you may want to check if you've made edits in a controlled vocabulary field that you did not intend to make.

CONTENTdm Project Client

Project Add Item Edit Administration Help

Home Find in Collection ABS Walter Todd diary A ...

Find & Replace Replace Item Spell Check More Actions ...

Project Tab Items Save & Back Save & Next Close

University of Alaska Anchorage

Walter Todd diary A, June-November 1915

Type: OTHER

View

Item Editing Tasks

Replace Thumbnail

Permissions

Other Tasks

View Upload Manager

Edit Metadata Template

Edit Project Settings

Administration

CONTENTdm Administration

Field Name Field Values

Filename UAA-hmc-0998-A

Identifier UAA-hmc-0998-A

Display Full Text <http://consortiumlibrary.org/archives/transcripts/HMC-0998/WalterToddAtranscript.pdf>

Collection Name Walter Todd diaries, 1915-1918. UAA-HMC-0998

Title Walter Todd diary A, June-November 1915.

Description First volume of five volume set of diaries kept by Walter Todd, railroad surveyor for Alaskan Engineering Commission in southcentral Alaska. June 18-Nov. 12, 1915. [142] pages. To view the digitized original diary in pdf file format, click on the download button to the upper right of this page. To read the text transcript of the diary, click on the link in the Display Full Text field above.

Creator Todd, Walter;

Contributors

Required citation Walter Todd diaries, Archives and Special Collections, Consortium Library, University of Alaska Anchorage.

Subject Alaska Natives--Southcentral Alaska; Anchorage; Barrels; Beaches; Beds; Berries; Billiards; Blizzards; Boat engines; Boats; Bolts & nuts; Bores; Buildings; Cabins; Camps; Candles; Canoes; Card games; Carts & wagons; Chains; Channels; Clams; Cleaning; Coal;

Subjects.LCSH

Subjects.Local

Personal Name Todd, Walter; Schreyer, Fred; Bredin, Oscar; Lucchini, Paul; Durkin, Julie; Dubell, Nellie; Lucchini, Paul; May, Schreyer, Fred; May, Balderston, Archie; Arnold, Fred; Todd, Laurence; Coppens, Otto; White, Dave; Mayer, Andy; Saxton, J. B.; Durkin, Ben; Evans, G. W.;

Corporate Name Alaska Pacific Railway and Terminal Company; Northland (Ship); Alaskan Engineering Commission; Geological Survey (U.S.); United States. Navy; Copper River and Northwestern Railway; U.S. Coast & Geodetic Survey; Farragut (Steamer); Hotel Seaward (Seaward, Alaska); Bering Glacier (Alaska); Bering Lake (Alaska); Bering River (Alaska); Campbell River (Valdez-Cordova Census Area, Alaska); Canyon Creek (Bering Glacier B-4, Valdez-Cordova Census Area, Alaska); Carbon Creek (Valdez-Cordova Census Area, Alaska); Chikot

Location Southcentral Alaska;

Latitude

Longitude

Date June-November 1915

Date.searchable 1915-06; 1915-07; 1915-08; 1915-10; 1915-11

Date.digital 2006

Type Text (Diaries);

Language

Once you've completed your edits and gone back out to the main screen of the project, select the items and click on the Upload for approval link.

CONTENTdm Project Client

Project Add Item Edit Administration Help

Home Find in Collection ABS

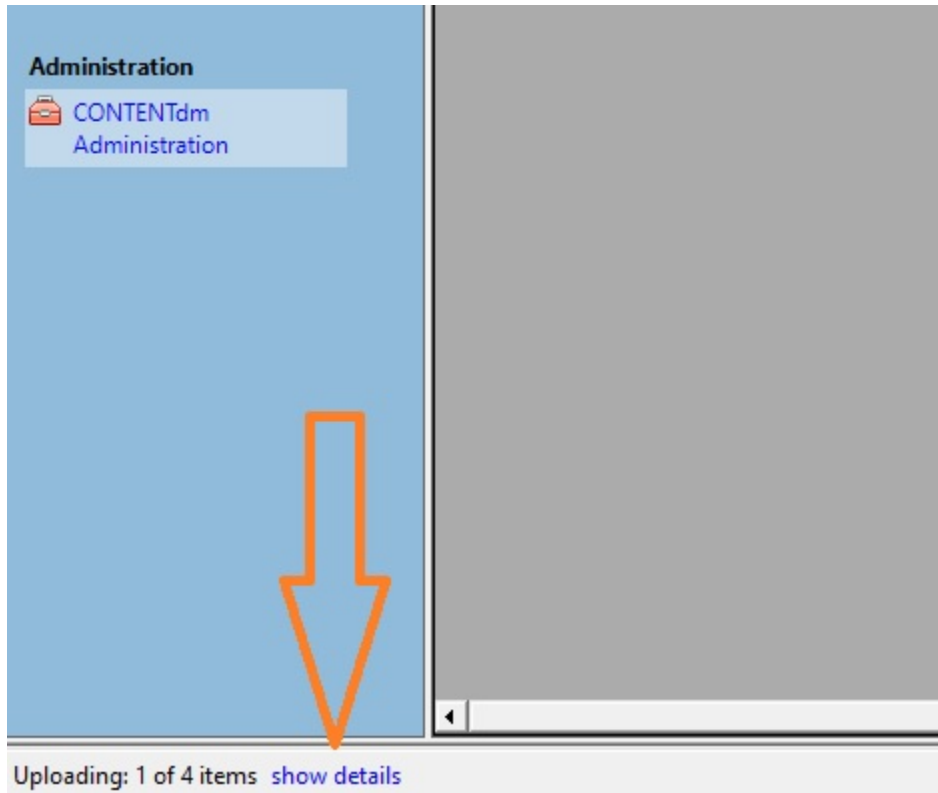
Find & Replace Spell Check Replace Items More Actions ...

Select All Clear All Upload for Approval Open in Tab Delete

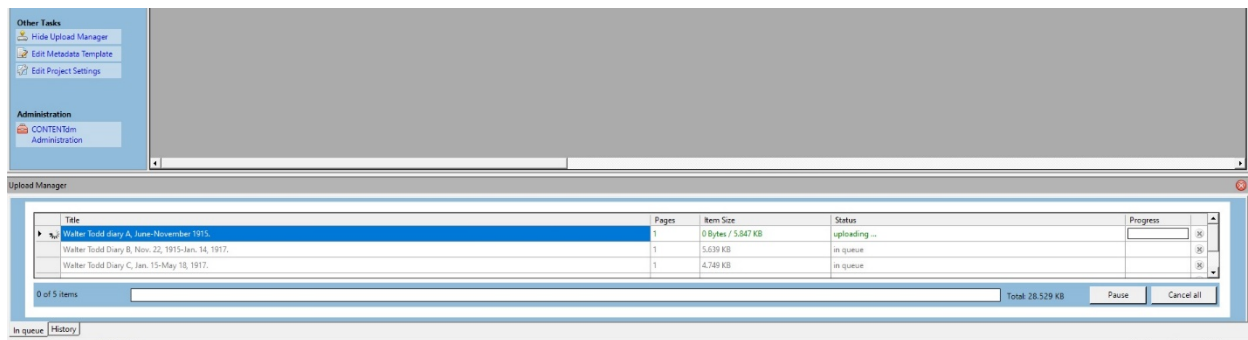
Thumbnail	Select All	Filename	Identifier	Display Full Text	Collection Name	Title	Description	Creator	Contributors	Required citation	Subject
	<input checked="" type="checkbox"/>	UAA-hmc-0998-A	UAA-hmc-0998-A	http://consortiumlibrary.org/archives/transcripts/HMC-0998/WalterToddAtranscript.pdf	Walter Todd diaries, 1915-1918. UAA-HMC-0998	Walter Todd diary A, June-November 1915.	First volume of five volume set of diaries kept by Walter Todd, railroad surveyor for Alaskan Engineering Commission in southcentral Alaska. June 18-Nov. 12, 1915. [142] pages.	Todd, Walter;		Walter Todd diaries, Archives and Special Collections, Consortium Library, University of Alaska Anchorage.	Alaska Natives--Southcentral Alaska; Anchorage; Barrels; Beaches; Beds; Berries; Billiards; Blizzards; Boat engines; Boats; Bolts & nuts; Bores; Buildings; Cabins; Camps; Candles; Canoes; Card games; Carts & wagons; Chains; Channels; Clams; Cleaning; Coal;
	<input checked="" type="checkbox"/>	uaa-hmc-0998-2	uaa-hmc-0998-2	http://consortiumlibrary.org/archives/transcripts/HMC-0998/WalterToddBtranscript.pdf	Walter Todd diaries, 1915-1918. UAA-HMC-0998	Walter Todd diary B, Nov. 22, 1915-Jan. 14, 1917.	Second volume of five volume set of diaries kept by Walter Todd, railroad surveyor for Alaskan Engineering Commission in southcentral Alaska. Nov. 12-Jan. 14, 1916. [142] pages.	Todd, Walter;		Walter Todd diaries, Archives and Special Collections, Consortium Library, University of Alaska Anchorage.	Air compressors; Animal tracks; Axes; Barges; Baseball; Basketball; Beaches; Billiards; Birch; Blacksmiths; Blizzards; Boat engines; Boats; Bolts & nuts; Bores; Buildings; Cabins; Camps; Candles; Canoes; Card games; Carts & wagons; Chains; Channels; Clams; Cleaning; Coal;
	<input checked="" type="checkbox"/>	uaa-hmc-0998-3	uaa-hmc-0998-3	http://consortiumlibrary.org/archives/transcripts/HMC-0998/WalterToddCtranscript.pdf	Walter Todd diaries, 1915-1918. UAA-HMC-0998	Walter Todd diary C, Jan. 15-May 18, 1917.	Third volume of five volume set of diaries kept by Walter Todd, railroad surveyor for Alaskan Engineering Commission in southcentral Alaska. Jan. 14-May 18, 1917. [142] pages.	Todd, Walter;		Walter Todd diaries, Archives and Special Collections, Consortium Library, University of Alaska Anchorage.	Accidents; Air compressors; Arms & ammunition; Avalanches; Axes; Banks; Barges; Barns; Blindness; Boats; Bolts & nuts; Bores; Buildings; Cabins; Camps; Candles; Canoes; Card games; Carts & wagons; Chains; Channels; Clams; Cleaning; Coal;
	<input checked="" type="checkbox"/>	uaa-hmc-0998-4	uaa-hmc-0998-4	http://consortiumlibrary.org/archives/transcripts/HMC-0998/WalterToddDtranscript.pdf	Walter Todd diaries, 1915-1918. UAA-HMC-0998	Walter Todd diary D, May 19, 1917-Jan. 2, 1918.	Fourth volume of five volume set of diaries kept by Walter Todd, railroad surveyor for Alaskan Engineering Commission in southcentral Alaska. May 18-Jan. 2, 1918. [142] pages.	Todd, Walter;		Walter Todd diaries, Archives and Special Collections, Consortium Library, University of Alaska Anchorage.	Alaska Natives--Southcentral Alaska; Anchorage; Barrels; Beaches; Beds; Berries; Billiards; Birch; Blacksmiths; Blizzards; Boat engines; Boats; Bolts & nuts; Bores; Buildings; Cabins; Camps; Candles; Canoes; Card games; Carts & wagons; Chains; Channels; Clams; Cleaning; Coal;
	<input checked="" type="checkbox"/>	uaa-hmc-0998-5	uaa-hmc-0998-5	http://consortiumlibrary.org/archives/transcripts/HMC-0998/WalterToddEtranscript.pdf	Walter Todd diaries, 1915-1918. UAA-HMC-0998	Walter Todd diary E, January-September 1918.	Fifth volume of five volume set of diaries kept by Walter Todd, railroad surveyor for Alaskan Engineering Commission in southcentral Alaska. Jan. 2-Sept. 1918. [142] pages.	Todd, Walter;		Walter Todd diaries, Archives and Special Collections, Consortium Library, University of Alaska Anchorage.	Alaska Natives--Southcentral Alaska; Anchorage; Barrels; Beaches; Beds; Berries; Billiards; Birch; Blacksmiths; Blizzards; Boat engines; Boats; Bolts & nuts; Bores; Buildings; Cabins; Camps; Candles; Canoes; Card games; Carts & wagons; Chains; Channels; Clams; Cleaning; Coal;

Depending on the number of items you have to upload (a little to a lot), the size of the files you have to upload (same), and/or the internet bandwidth you have (same), this may go quickly or slowly. If you have a lot to upload or limited bandwidth, you will need to keep the program running until the upload is completed. If you close out the program in the middle of an upload, it will not damage anything, but you will need to re-open it to finish the upload when you have time.

If you want to see the progress of the upload, you can watch it on your screen. Click on Show details just under the blue left-hand column.



This will open up a window within the frame at the bottom of the screen which will show you the progress of the upload.



Once the upload is completed or you're just done watching it, click the little red x in the upper right of this box to close it out and get your full screen view of the Project Client again.

Other Tasks

Hide Upload Manager

Edit Metadata Template

Edit Project Settings

Administration

CONTENTdm

Administration

Upload Manager

Title	Pages	Item Size	Status	Progress
Walder Todd diary A, June-November 1915.	1	0 Bytes / 5.847 KB	uploading...	<div></div> 95
Walder Todd Diary B, Nov. 22, 1915-Jan. 14, 1917.	1	5.639 KB	in queue	<div></div> 95
Walder Todd Diary C, Jan. 15-May 18, 1917.	1	4.749 KB	in queue	<div></div> 95

0 of 5 items

Total: 28.529 KB

Pause

Cancel all

In queue

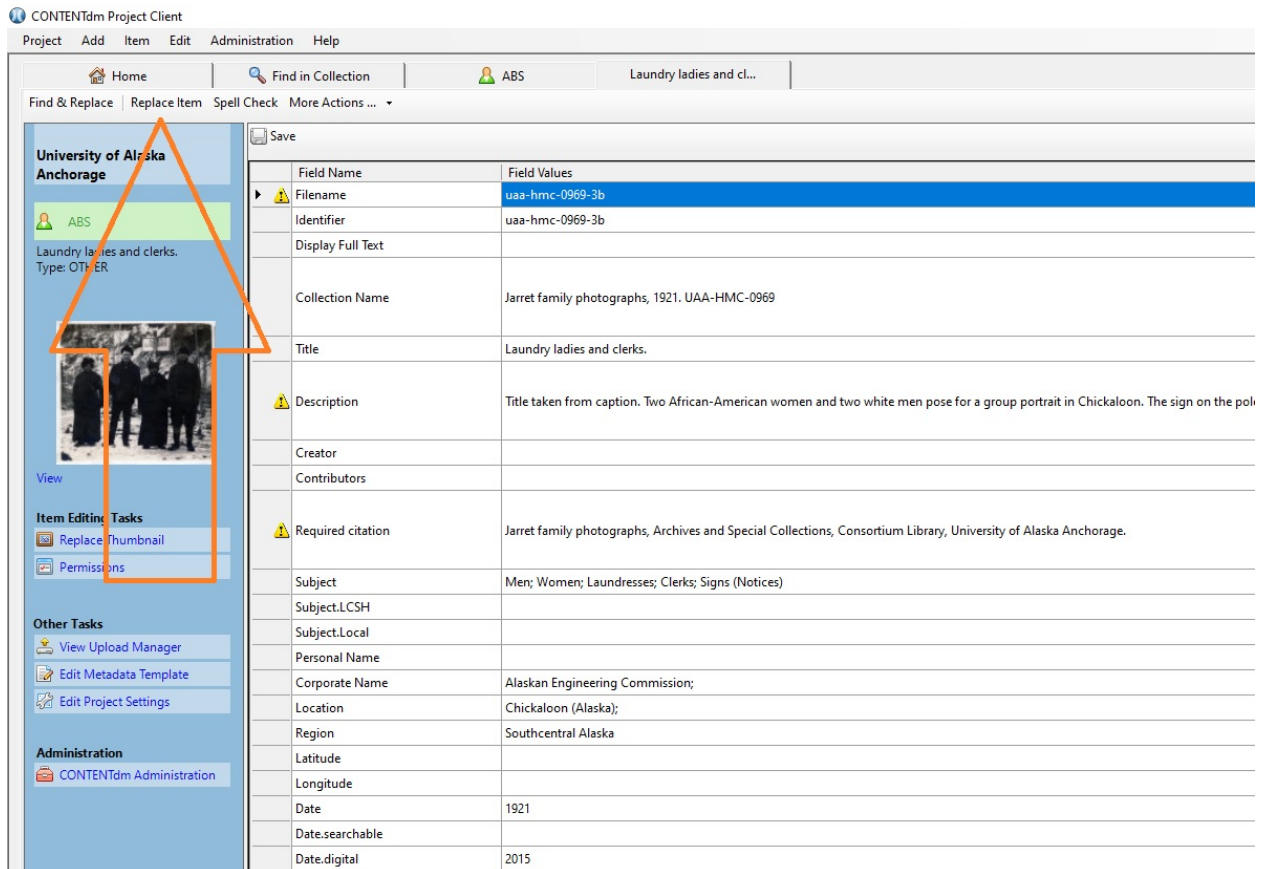
History

Then notify your site project administrator that the approval queue has items to be approved in it so the changes will go live.

Project Client edits: replacing an item file

A different kind of edit you might want to make is not to the metadata, but to the file itself. If for some reason you want to replace the item file—a photo was uploaded sideways, or at the wrong resolution, or an incorrect file was uploaded—you can also do this from the item screen.

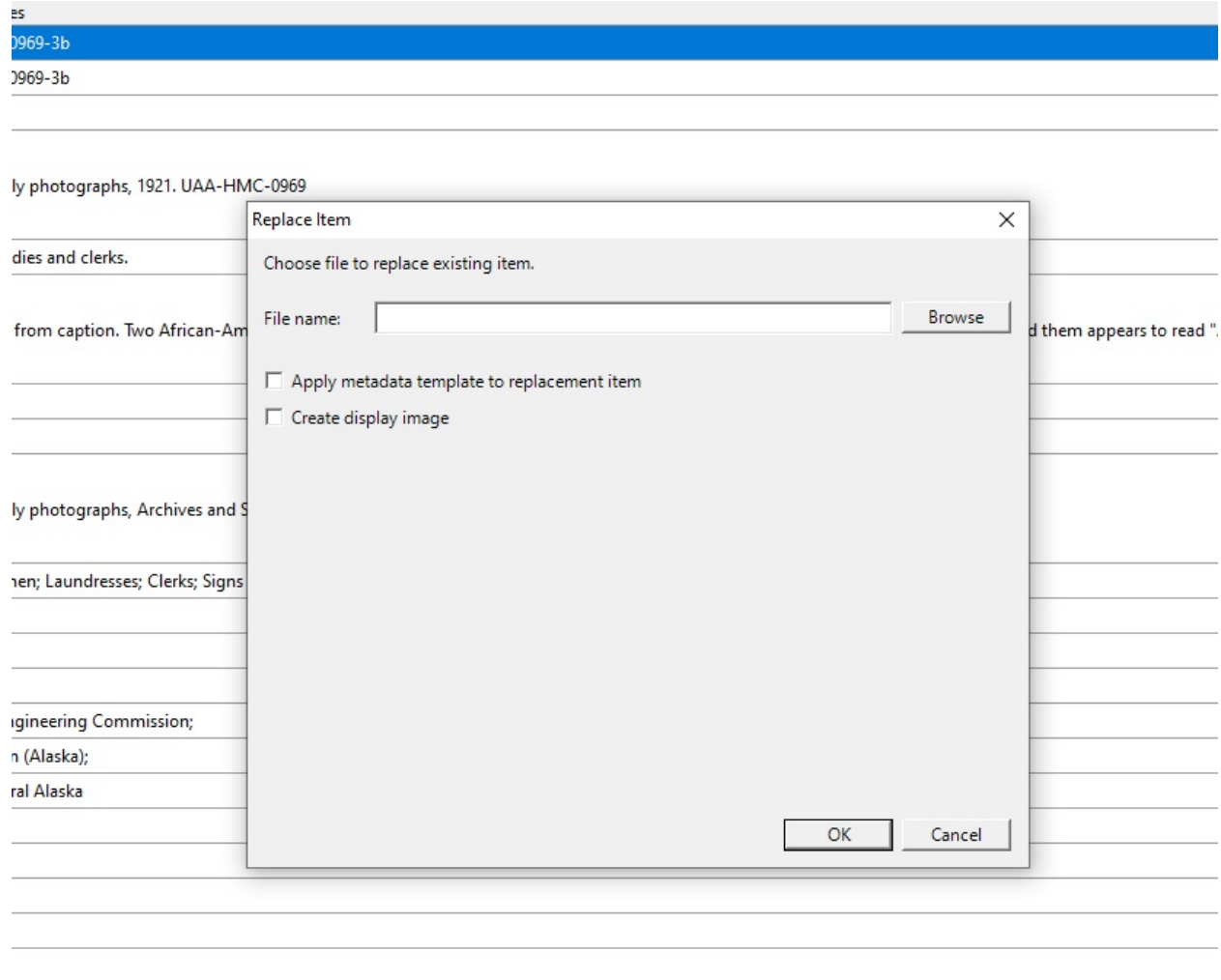
When looking at the item screen, click on Replace item link. It's just above the blue sidebar that starts with your institution name.



The screenshot shows the CONTENTdm Project Client interface. The top navigation bar includes 'Project', 'Add', 'Item', 'Edit', 'Administration', and 'Help'. Below this is a breadcrumb trail: 'Home' > 'Find in Collection' > 'ABS' > 'Laundry ladies and cl...'. The main interface is divided into a left sidebar and a right content area. The sidebar, titled 'University of Alaska Anchorage', contains a section 'Item Editing Tasks' with a red box highlighting the 'Replace Thumbnail' link. The right content area displays a metadata table for the item 'Laundry ladies and cl...'. The table has two columns: 'Field Name' and 'Field Values'. The 'Filename' field is highlighted in blue.

Field Name	Field Values
Filename	uaa-hmc-0969-3b
Identifier	uaa-hmc-0969-3b
Display Full Text	
Collection Name	Jarret family photographs, 1921. UAA-HMC-0969
Title	Laundry ladies and clerks.
Description	Title taken from caption. Two African-American women and two white men pose for a group portrait in Chickaloon. The sign on the pol
Creator	
Contributors	
Required citation	Jarret family photographs, Archives and Special Collections, Consortium Library, University of Alaska Anchorage.
Subject	Men; Women; Laundresses; Clerks; Signs (Notices)
Subject.LCSH	
Subject.Local	
Personal Name	
Corporate Name	Alaskan Engineering Commission;
Location	Chickaloon (Alaska);
Region	Southcentral Alaska
Latitude	
Longitude	
Date	1921
Date.searchable	
Date.digital	2015

This will give you a pop-up window that will allow you to go browse for the file you want to use.



This window also gives you some other options. If you want to discard all of the metadata you already have on this item and pull in the pre-set metadata from the metadata template, you should click that box. If the thumbnail needs to be replaced (sideways image, different image altogether) click on the Create display image box. Then click okay, and your new file will be pulled in. Remember that in doing this, the band may no longer be applied to the new file. If you need to add a band or need to check if one needs to be added, follow the instructions below.

Once you've finished the work on replacing the file, make sure to go back out to the main project screen and upload the items as described in the previous section.

Project client edits: editing or adding a band on your item

One last change you might make that isn't metadata specifically, is to change the text or appearance of the bands on bottom of your items, to change the name of the institution as it is displayed there, or to add them, if they weren't added in the first place. Unfortunately, this has to be done one at a time. There's no way to apply them or correct multiple bands simultaneously. This assumes you already have a band set up that you want to use. If you do not have a band set up that you want to use, see the Tutorial: Getting started part 4: setting up a project for instructions on how to create a band.

Heads-up to long time partners in the Digital Archives: Due to a software change some years ago, the bands attached to the photos uploaded in the early years of the Digital Archives were actually attached to the image within the file. These are not replaceable nor removable. You can check to see if the band is replaceable by adding a new one as per the instructions below. If, once it's added and you view it at 50% or below, you will see two bands. Due to size frame limitations in the Project Client, viewing at 100% will most likely not allow you to see the band or bands at all. If you are trying to replace the band on one of these old images, your best bet is to replace the image file itself as explained above and then apply the proper band to the new image as explained below. If you no longer have your jpgs from those uploads, just download the biggest size available from the Digital Archives website and crop the original band off the file.

To continue with band replacement or addition: as you're looking at the item record, underneath the thumbnail in the left-hand blue column, is a link that says View. Click on that link.

CONTENTdm Project Client

Project
Add
Item
Edit
Administration
Help

Home
Find in Collection
ABS
Laundry ladies and cl...

Find & Replace
Replace Item
Spell Check
More Actions ...

University of Alaska Anchorage

ABS

Laundry ladies and clerks.
Type: OTHER

View

Item Editing Tasks

Replace Thumbnail
Permissions

Other Tasks

View Upload Manager
Edit Metadata Template
Edit Project Settings

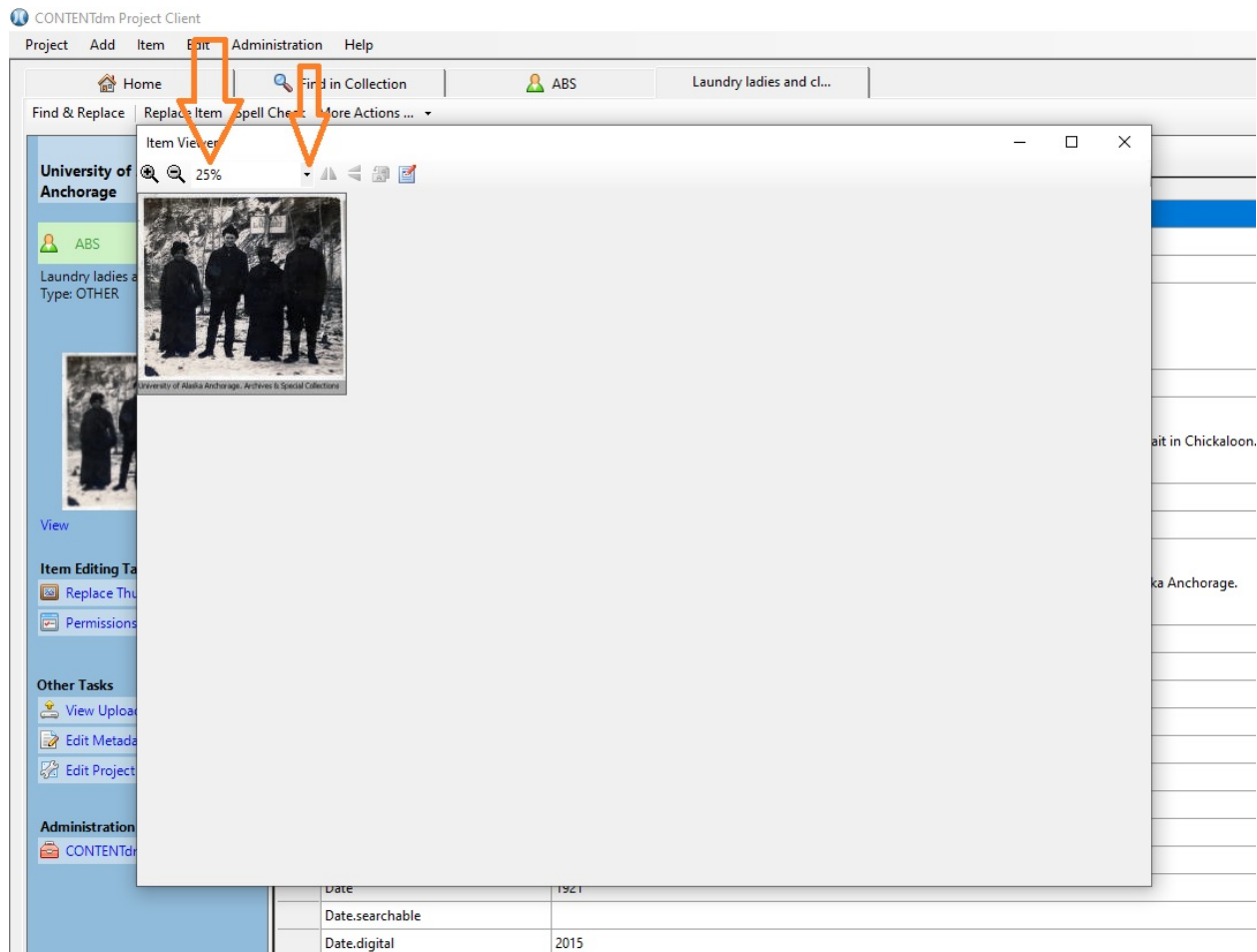
Administration

CONTENTdm Administration

Save

Field Name	Field Values
Filename	uaa-hmc-0969-3b
Identifier	uaa-hmc-0969-3b
Display Full Text	
Collection Name	Jarret family photographs, 1921. UAA-HMC-0969
Title	Laundry ladies and clerks.
Description	Title taken from caption. Two African-American women and two white me
Creator	
Contributors	
Required citation	Jarret family photographs, Archives and Special Collections, Consortium L
Subject	Men; Women; Laundresses; Clerks; Signs (Notices)
Subject.LCSH	
Subject.Local	
Personal Name	
Corporate Name	Alaskan Engineering Commission;
Location	Chickaloon (Alaska);
Region	Southcentral Alaska
Latitude	
Longitude	
Date	1921

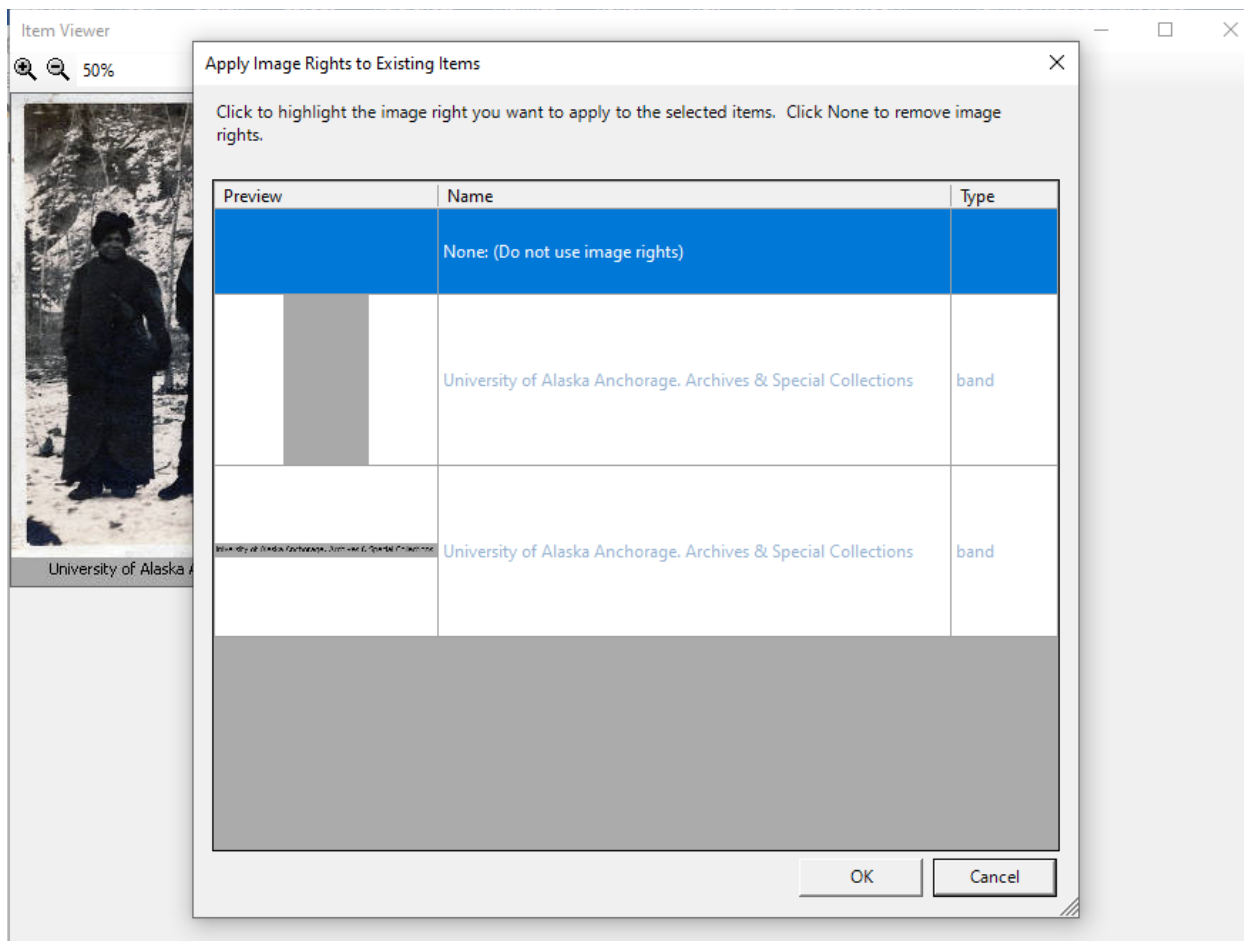
This will bring up a pop-up window with your item (if an image) displayed at 25%.



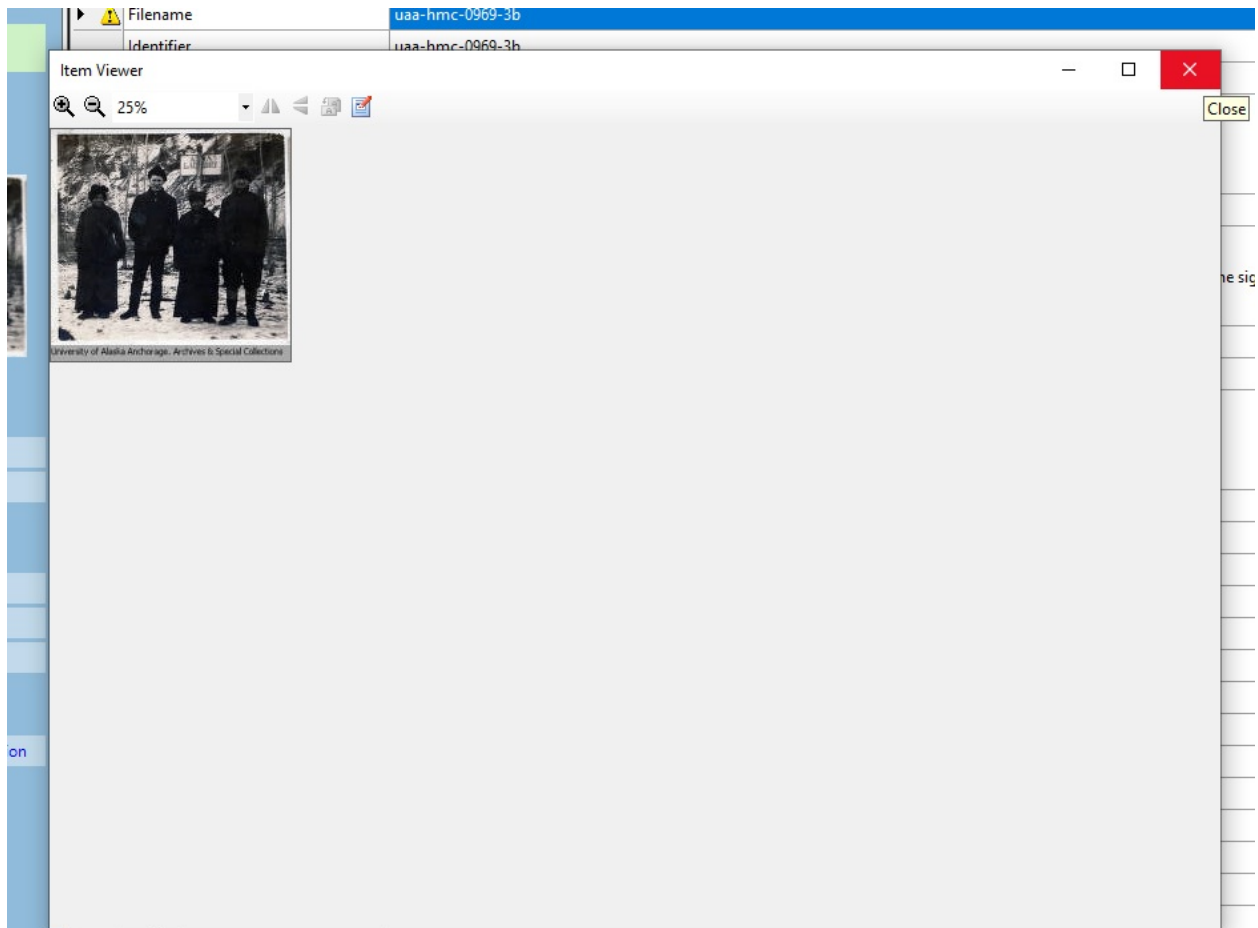
It's best to view it at 50% so you can see the band well. Viewing the image at 100% may put the band out of frame and make it unviewable. To the right of the view percentage, are a number of icons, most of which will be greyed out and inaccessible. To the far right is a blue box with an orange line through part of it. If you hover your cursor over this icon, it will say Apply image rights. This is the icon you need to click to apply a band.



This will bring up another pop-up window with your available bands. In most cases you will just see two options here: None, and then the band that has been designed for your items.



The example here has three because of a legacy band change that has not been universally fixed. Click on the band you want to use and click OK at the bottom of the window. You will be taken back out to the item viewer. To close it, click the x in the upper right-hand corner of the viewer window. It will turn red when you hover over it, as shown below.

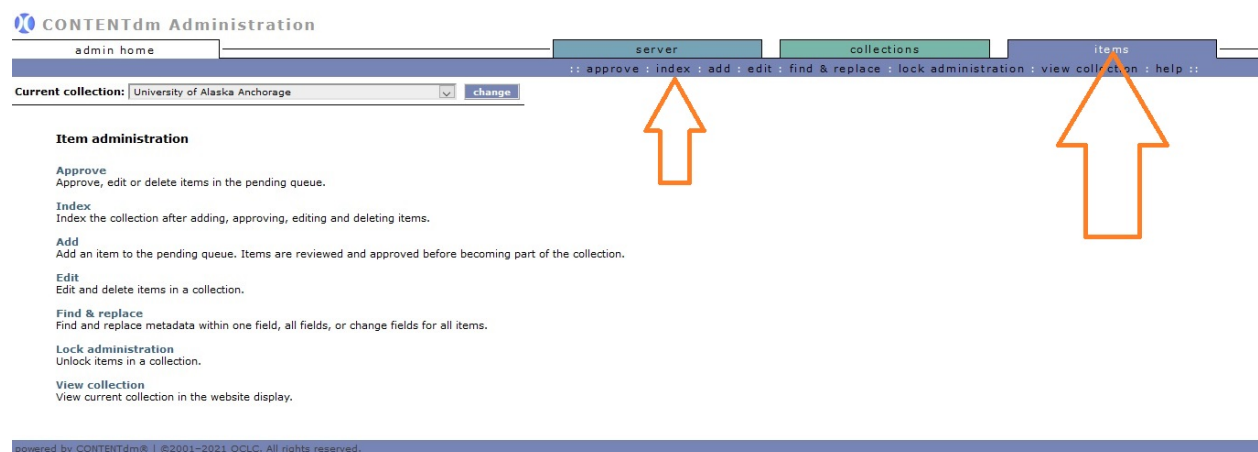


Make sure to go back out to the main project screen and upload the changed items as described above (immediately above the section on replacing an item file).

Administrative interface: individual record changes and deleting items

This method of editing records is best done with a limited number of records to be changed. Aside from global changes (detailed in the next section of this tutorial), since the administrative interface doesn't easily show the controlled vocabulary fields when in the edit screen and has fixed text box sizes, it can occasionally be clunky for working with items that have a lot of metadata affiliated with them. If you're adding terms to controlled vocabulary fields and the terms are not currently part of that controlled vocabulary, you may wish to do this in the Project Client instead. It can be done here, and instructions will be detailed below, but requires several extra steps and additional caution.

Log into the web interface. Again, this will need to be done by your project director/administrator since they're the person at your institution who will have the security levels to log into the administrative interface and make these changes. If you are not in the Items tab, click on that tab. Click on the Edit link.



That will take you to a search page that will allow you to find the item to be edited. You will see that you have 4 search structure options: across all fields, by selected fields, by proximity, and by date. The first two are the ones you are most likely to use.

Current collection: University of Alaska Anchorage[change](#)

Edit

Browse or search for items you wish to edit, delete, export or add to compound objects.

Search: [Across all fields](#) | [Selected fields](#) | [By proximity](#) | [By date](#)


Find results

All of the words	<input type="text"/>
The exact phrase	<input type="text"/>
Any of the words	<input type="text"/>
None of the words	<input type="text"/>

Display results per pageSort by [search](#)[clear all](#)

If you're editing only a single item, the easiest way to locate that item is by using the identifier since that is unique to each item. You can place that in the first search box on the main edit search page and click search. For most quick edits, this is generally the simplest and easiest way to do the search.

If you're not sure of the identifier or need to search by a different term (a name, a place, so forth), you have the several general options on the main page (including the number of results you see and sorting method). If you know the term is in a specific field, you may want to click on the Selected fields tab to be taken to another search page.


CONTENTdm Administration

[admin home](#)
server

[:: approve](#)
[: index](#)
[: a](#)

Current collection:
University of Alaska Anchorage
change

Edit

Browse or search for items you wish to edit, delete, export or add to compound objects.

Search:
[Across all fields](#)
[Selected fields](#)
[By proximity](#)
[By date](#)

Find results

All of the words
The exact phrase

in Identifier
in Collection Name

field(s)
show terms

+ more fields
- fewer terms

Display 50 results per page


Sort by Title

search
clear all

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This offers you some of the same functionality as the Across all fields page with the drop-down menu to the left of the keyword box. The dropdown to the right allows you to select a specific field. If you're searching on a controlled vocabulary field, you can click on the "show terms" link on the right after selecting the field and a pop-up window will display with the controlled vocabulary list in it. You can also add search fields and set preferences for the results.

Once you've searched, whether for a single item or many, you will be taken to the results list. In this example, I've searched by identifier for a single item.


CONTENTdm Administration

[admin home](#)
server
collections
items

[:: approve](#)
[: index](#)
[: add](#)
[: add](#)
[: find & replace](#)
[: task administration](#)
[: view collection](#)
[: help](#)

Current collection: University of Alaska Anchorage

Results: 1 items found

Global actions

Caution: These actions affect all results. Deletion cannot be undone.

delete all
export all
add all to compound object


Delete mode

This setting determines how compound objects are deleted.

☒ Delete compound object only
 ☐ Delete compound object and its subpages

Selected operations

select all
clear all
delete
export
add to compound object

Image:	Title:	Subject:	Description:	
<input type="checkbox"/> 1 	Coughlin, Air date April 9, 1982.	Priests; Radio broadcasting;	Title taken from tape box label. Ruben Gaines talks about the book "Radio's Golden Age" and discusses Father Coughlin, a Roman Catholic priest who was also a political commentator on broadcast radio.	metadata delete

select all
clear all
delete
export
add to compound object

page 1 of 1 : (<< 1 >>) 22 previous : next

page 1 of 1 : (<< 1 >>) 22 previous : next

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[to top](#)

First, you'll see some other functions here related to compound objects: that functionality will be described in a tutorial specifically on compound objects. In the results list, the thumbnail will appear on the left, followed by some of the descriptive fields. To the right of the record are two options: metadata (for editing) or delete. If you click on metadata, you will be taken to an editing screen for that record.


CONTENTdm Administration

admin home

server

[:: approve](#) : [index](#) : [add](#) : [edit](#)

Current collection: University of Alaska Anchorage

Edit item

Edit metadata then click **save changes**. To remove this item from the collection, click **delete**. After making changes, you must rebuild the text index.

* Fields marked with an asterisk are required.

		view this item
Filename	uaa-hmc-0110-s3-d11-3	
Identifier	uaa-hmc-0110-s3-d11-3	controlled vocabulary
Display Full Text		
Collection Name	Ruben Gaines papers, 1952-1983. UAA-HMC-0110;	controlled vocabulary
Title *	Coughlin. Air date April 9, 1982.	
Description	Title taken from tape box label. Ruben Gaines talks about the book "Radio's Golden Age" and discusses Father Coughlin, a Roman Catholic priest who was also a political commentator on broadcast radio.	
Creator	Gaines, Ruben;	controlled vocabulary
Contributors		controlled vocabulary
Required citation *	Ruben Gaines papers, Archives and Special Collections, Consortium Library, University of Alaska Anchorage.	
Subject	Priests; Radio broadcasting;	controlled vocabulary
Subject.LCSH		controlled vocabulary
Subject.Local		controlled vocabulary
Personal Name		controlled vocabulary
Corporate Name		controlled vocabulary
Location		controlled vocabulary

If you want to do a quick spot check to make sure you're in the correct item record, you can click on the "view this item" link in the upper right to see the item on the Digital Archives website.

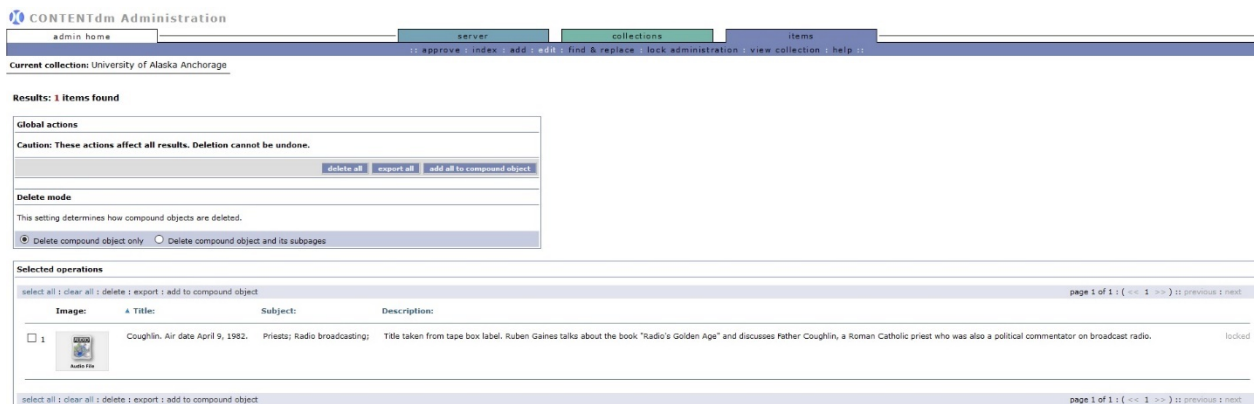
One thing you might notice right away is that some html codes have replaced the punctuation in the description field. This will happen with quote marks and ampersands. It's a bug in the system. You will need to correct those punctuation marks before saving, especially if they've occurred in a controlled vocabulary field like the subject field. This is one of the reasons it's often better to do even simple corrections in the Project Client where this sort of thing does not occur. Once your edits are completed, go to the bottom of the page.

Required citation *	Ruben Gaines papers, Archives and Special Collections, Consortium Library, University of Alaska Anchorage.	
Subject	Priests; Radio broadcasting;	controlled vocabulary
Subject.LCSH		controlled vocabulary
Subject.Local		controlled vocabulary
Personal Name		controlled vocabulary
Corporate Name		controlled vocabulary
Location		controlled vocabulary
Region	Outside Alaska;	controlled vocabulary
Latitude		
Longitude		
Date	April 9, 1989	
Date.searchable	1982-04-09	
Date.digital	2019	
Type	Sound;	controlled vocabulary
Language		controlled vocabulary
Related Materials	https://archives.consortiumlibrary.org/collections/specialcollections/hmc-0110/	
Rights	This item may be subject to copyright or other use restriction	controlled vocabulary
Ordering & Use	https://archives.consortiumlibrary.org/collections/online-materials/	
Holding Institution	University of Alaska Anchorage. Consortium Library. Archives	
Metadata completed by *	Schmuland, Arlene; Cone, Alice (Transcriber)	controlled vocabulary
Permissions		edit
OCLC number		
Date created	2019-10-25	
Date modified	2019-10-25	
CONTENTdm number	23253	
CONTENTdm file name	23232.mp3	
<div> delete save changes </div>		

At this point you can delete or save changes. Important note: the delete button here will delete the whole record, not just the changes you've made. If you want to exit without saving your changes, just click on any of the menu tabs at the top of the page or hit the back button on your browser. If you want to save these changes, click on the save changes button at the bottom. You'll be taken out to a confirmation screen indicating the record has been saved and reminding you to rebuild the text index to complete the changes (instructions at the end of this document).



From this screen, you can go wherever you like. If you have other items in your search results that you want to amend, you can click on the edit link on the top toolbar. It will still have your search terms in place and so you will be able to click on the search button rather than having to re-enter everything. The only difference in the search results list will be that the item(s) you have edited will now be listed as locked, instead of having a metadata or delete option.



If you're going through several items, this can be a helpful way to see the ones that have already been completed.

Discarding edits

Up until the point you re-index, you can discard changes you have made to individual records. If you realize after hitting the save changes in the edit screen that you do not want to save those changes, you can revert the record back to its original state. Click on lock administration on the blue toolbar.

CONTENTdm Administration

admin home server collections items

Current collection: University of Alaska Anchorage

Results: 1 Items found

Global actions

Caution: These actions affect all results. Deletion cannot be undone.

delete all export all add all to compound object

Delete mode


This setting determines how compound objects are deleted.

☒ Delete compound object only ☐ Delete compound object and its subpages

Selected operations

select all : clear all : delete : export : add to compound object

page 1 of 1 : (<< 1 >>) 11 previous 1 next

Image:	Title:	Subject:	Description:
<input type="checkbox"/> 1 	Coughlin, Air date April 9, 1982.	Priests; Radio broadcasting;	Title taken from tape box label. Ruben Gaines talks about the book "radio's Golden Age" and discusses Father Coughlin, a Roman Catholic priest who was also a political commentator on broadcast radio.

locked

select all : clear all : delete : export : add to compound object

page 1 of 1 : (<< 1 >>) 11 previous 1 next

This will take you to a list of items that have changes awaiting indexing to save them permanently.

CONTENTdm Administration

admin home server

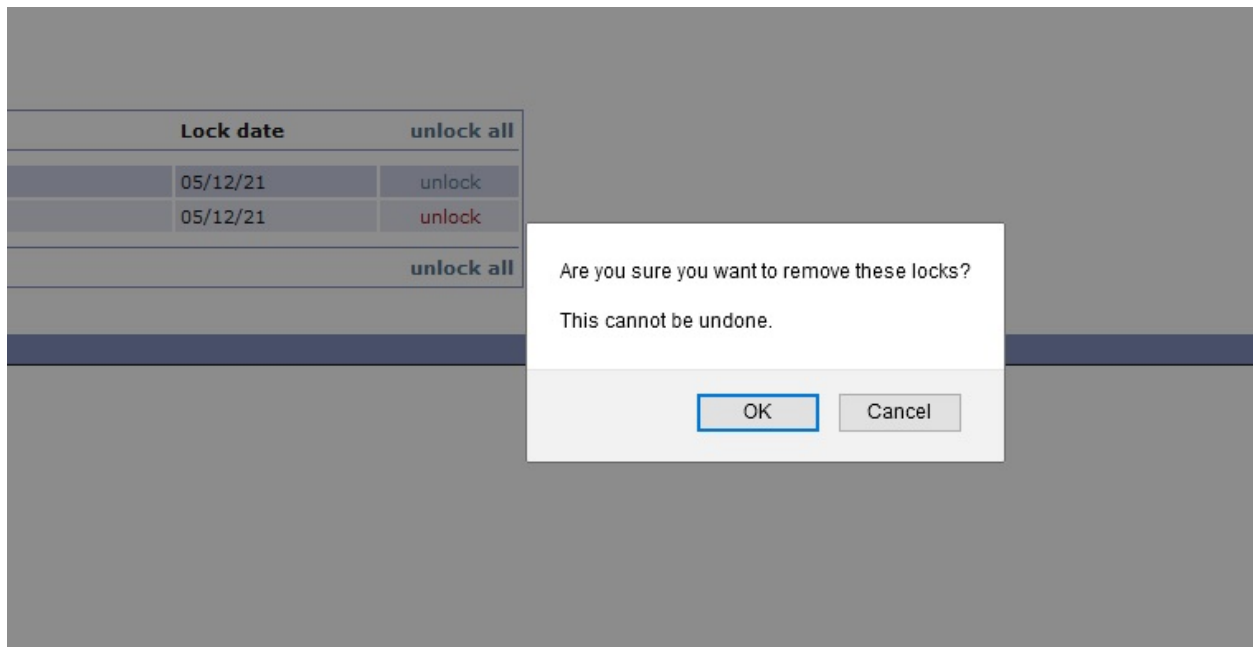
Current collection: University of Alaska Anchorage

Lock administration

Items are locked when metadata updates are in process. View or unlock items.

Title	Locked by	Lock date	unlock all
Coughlin, Air date April 9, 1982.	afabs	05/12/21	unlock
1981 Fourth of July Parade - Barrow Fire Department.	afabs	05/12/21	unlock
			unlock all

If you have multiple items you wish to change, you can choose unlock all. If you just want to change a single item, you can click the unlock link next to the item. If you choose to unlock an item, the software will give you another pop-up window asking you to confirm that you do want to unlock the record and discard all of your edits to it.



If you change your mind yet again and want to keep the edits you've made, click Cancel. If you really do want to discard your edits and start back with the record in its original shape, click on OK.

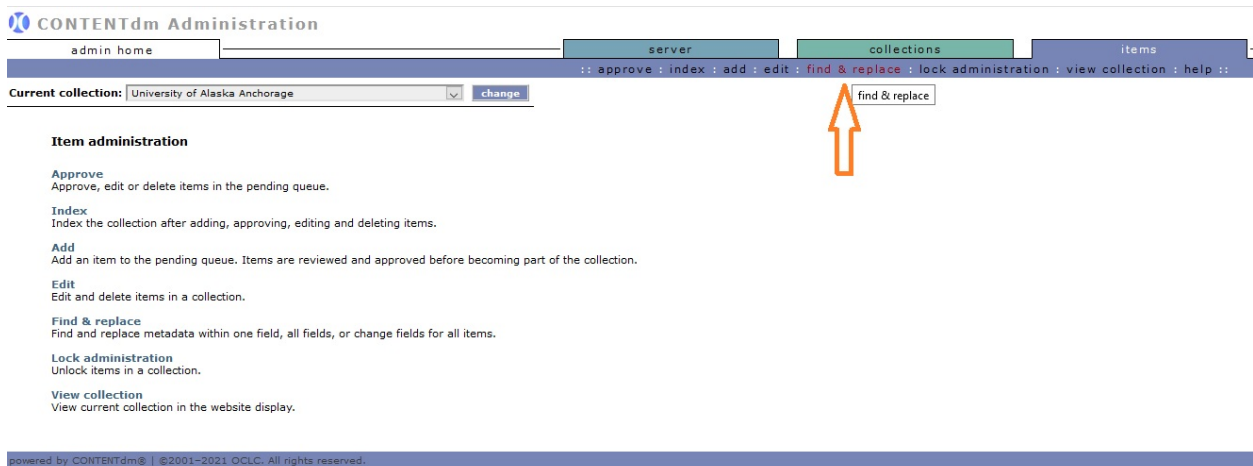
Administrative interface: global changes

Log into the web interface. Again, this will need to be done by your project director/administrator since they're the person at your institution who will have the security levels to log into the administrative interface and make these changes.

If you're not already on the Items tab, click on that tab in the upper right of the menu bar.



Click on the Find and replace tab on the blue bar across the top of the screen.



You now have three options depending on what it is you want to change. You can Find and replace text or text strings within a single field (great for finding/replacing a single word or term in a field with multiple bits of information), Find and replace across all fields (great for finding/replacing single words or terms that may show up in more than one field), and Change field metadata (great for when you need to make a change an entire field across every record that you've uploaded.)

Important: Be very sure about your changes before you start. Global changes can have unanticipated consequences and can be hard to fix once started. They aren't kidding about that

caution note: “This is a global action and cannot be undone.” Many other types of edits are reversible (to a point) if you catch them before indexing your records. That’s not true for global changes. If you change something that has inadvertent effects on things you didn’t mean to change (like changing an acronym to a spelled-out version and later finding that the initials were part of commonly used words), it can be a problem to find and re-set. If the change included items in a non-searchable field, you can’t just do a metadata search to find the affected records and fix them since your search results to find where you need to do the corrections won’t include records with the term in a non-searchable field.

Find & replace

Find and replace metadata within one field or all fields, or change metadata content in fields. This function does not check controlled vocabulary so if you make changes to fields with controlled vocabulary, update your controlled vocabulary list.

Caution: This is a global action and cannot be undone.

Find and replace a single field	
Find	<input type="text"/>
in the	Filename <input type="text"/> field
replace with	<input type="text"/>
<input checked="" type="radio"/> Match whole words (recommended) <input type="radio"/> Match exact string	
<input type="button" value="replace"/>	

Find and replace across all fields	
Find	<input type="text"/> in all fields
replace with	<input type="text"/>
<input checked="" type="radio"/> Match whole words (recommended) <input type="radio"/> Match exact string	
<input type="button" value="replace"/>	

Change field metadata	
Change contents in the	Filename <input type="text"/> field
to	<input type="text"/>
for every item in the collection	
<input type="button" value="change"/>	

Also, please note that unlike many other edit methods, making changes via any of these three methods will bypass the normal controlled vocabulary check that happens when you do other types of edits to metadata. That is, if you change something within a controlled vocabulary field like Subject or Type, you’ll need to follow up by making sure your new term is an accepted term for that field. Usually when you make edits to a controlled vocabulary field, the software will either not allow you to save the record because it has an unapproved term (true for edits done in the web interface) or will require that the unapproved term be added before the indexing occurs (true for edits done in the Project Client). More information about adding terms to controlled vocabularies can be found in the tutorial: Navigating the administrative interface for project directors.

As a last step, be sure to complete a text index of the site so the changes will appear. Instructions for that step are in Rebuilding the text index section at the end of this document.

Find and replace a single field

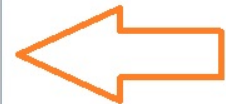
This is probably the most common global change you will use. It gives you more ability to be specific in your changes and is likely to result in fewer unanticipated or unwelcome replacements. Technically this should be called “Find and replace in a single field” since you won’t necessarily be affecting the full contents of the field.

Find & replace

Find and replace metadata within one field or all fields, or change metadata content in fields. This function does not check controlled vocabulary so if you make changes to fields with controlled vocabulary, update your controlled vocabulary list.

Caution: This is a global action and cannot be undone.

Find and replace a single field	
Find	<input type="text"/>
in the	Filename <input type="text"/> field
replace with	<input type="text"/>
	<input checked="" type="radio"/> Match whole words (recommended) <input type="radio"/> Match exact string
<input type="button" value="replace"/>	
Find and replace across all fields	
Find	<input type="text"/> in all fields
replace with	<input type="text"/>
	<input checked="" type="radio"/> Match whole words (recommended) <input type="radio"/> Match exact string
<input type="button" value="replace"/>	
Change field metadata	
Change contents in the	Filename <input type="text"/> field
to	<input type="text"/>
for every item in the collection	
<input type="button" value="change"/>	



Here’s a closer look at this option.

Find and replace a single field	
Find	<input type="text"/>
in the	Filename <input type="text"/> field
replace with	<input type="text"/>
	<input checked="" type="radio"/> Match whole words (recommended) <input type="radio"/> Match exact string
<input type="button" value="replace"/>	

Like other search mechanisms, this one does not distinguish between upper and lower cases while searching, though whatever you use for the replace field will show up as you entered it here.

For example: in verifying that the contents of a controlled vocabulary field (Location) complied with the controlled vocabulary for that field, I found a data entry error that occurred in 8 records. The term that was incorrect was “Denali, Mount (Alaska) Denali National Park and Preserve

(Alaska)”. A missing semi-colon following the first (Alaska) meant that these were entered as a single term, and not the individual terms they should be. The following is how to fix this.

Find and replace a single field	
Find	Denali, Mount (Alaska) Denali National Park and Pre
in the	Location field
replace with	Denali, Mount (Alaska); Denali National Park and Pre
<input type="radio"/> Match whole words (recommended) <input checked="" type="radio"/> Match exact string	
<div>replace</div>	

First select the field that you want to do the replacement in. You can click on the down arrow next to the field name in the middle field to get a clickable, scrollable Using copy/paste to enter the terms is useful in this case. As you can see, the search term and the replacement term are long enough that you cannot see them at a glance to verify that they are what you want to enter. To be absolutely safe and not inadvertently change a bunch of records (since ContentDM sometimes ignores semicolons when searching because of the coding function they serve), I’ve chosen the “Match exact string” option to make sure I only make changes to the 8 records with this error instead of all 80-some that have these terms in this order. If you were changing a term in which spaces or punctuation were not relevant, you might choose the Match whole words option.

Finish by clicking the Replace button in this section of the page.

CONTENTdm Administration	
admin home	server
:: approve : index : add : e	
Current collection:	University of Alaska Anchorage <div>change</div>

Find and replace completed. Number of replacements: 8
Rebuild the text index to activate changes.

Find & replace

Find and replace metadata within one field or all fields, or change metadata content in fields. This function does not check controlled vocabulary so if you make changes to fields with controlled vocabulary, update your controlled vocabulary list.

Caution: This is a global action and cannot be undone.

Find and replace a single field	
Find	
in the	Filename field
replace with	
<input checked="" type="radio"/> Match whole words (recommended) <input type="radio"/> Match exact string	
<div>replace</div>	
Find and replace across all fields	

Depending on how many items the system has to change, this may be immediate or take a minute or so. You will then get a confirmation on the top of the screen telling you how many replacements were made. As you see in the above example, only the 8 items with the error were changed. The website will also remind you to “rebuild the text index.” Until you do this, your changes will not take effect. Instructions on that at the end of this document.

The following is an example of how you might use a whole words search (default option) rather than a search string. In this case, Soroptimist International was entered as Soroptimists International when the data entry in the Corporate name field was completed. The correct Library of Congress heading is Soroptimist, not Soroptimists. Since there’s no error involving punctuation, spaces, and no other terms in the Corporate Name field that use Soroptimist, it’s safe to do a whole word search/replace instead of a string search/replace.

Find and replace a single field	
Find	<input type="text" value="Soroptimists"/>
in the	<input type="text" value="Corporate Name"/> field
replace with	<input type="text" value="Soroptimist"/>
<input checked="" type="radio"/> Match whole words (recommended) <input type="radio"/> Match exact string	
<input type="button" value="replace"/>	

In this case only one record had the error and the confirmation screen reflects that.

CONTENTdm Administration	
admin home	server
:: approve : index : add : ed	
Current collection:	<input type="text" value="Alaska State Archives"/> <input type="button" value="change"/>

Find and replace completed. Number of replacements: 1
Rebuild the text index to activate changes.

Find & replace

Find and replace metadata within one field or all fields, or change metadata content in fields. This function does not check controlled vocabulary so if you make changes to fields with controlled vocabulary, update your controlled vocabulary list.

Caution: This is a global action and cannot be undone.

Find and replace a single field	
Find	<input type="text"/>
in the	<input type="text" value="Filename"/> field
replace with	<input type="text"/>
<input checked="" type="radio"/> Match whole words (recommended) <input type="radio"/> Match exact string	
<input type="button" value="replace"/>	

The website will also remind you to “rebuild the text index.” Until you do this, your changes will not take effect. Instructions on that at the end of this document.

Find and replace across all fields

This is the option you'll choose if you have a single word, term, or string that you want to replace across multiple fields across all your records. For example, a few years ago the Anchorage Museum of History and Art changed their name from that to Anchorage Museum at Rasmuson Center. This required two separate changes: one for the full name, and one for the initial set they were using in file names and identifiers (AMHA → AMRC). Since both the full name and initial set were used in multiple fields, this is how it was achieved. [Note: this did not change the name in the band applied to the item images themselves: that is a different change and not one easily accomplished).

Find & replace

Find and replace metadata within one field or all fields, or change metadata content in fields. This function does not check controlled vocabulary so if you make changes to fields with controlled vocabulary, update your controlled vocabulary list.

Caution: This is a global action and cannot be undone.

Find and replace a single field	
Find	<input type="text"/>
in the	<input type="text" value="Filename"/> field
replace with	<input type="text"/>
<input checked="" type="radio"/> Match whole words (recommended) <input type="radio"/> Match exact string	
<input type="button" value="replace"/>	
Find and replace across all fields	
Find	<input type="text"/> in all fields
replace with	<input type="text"/>
<input checked="" type="radio"/> Match whole words (recommended) <input type="radio"/> Match exact string	
<input type="button" value="replace"/>	
Change field metadata	
Change contents in the	<input type="text" value="Filename"/> field
to	<input type="text"/>
for every item in the collection	
<input type="button" value="change"/>	



A closer look at this field and its options.

Find and replace across all fields	
Find	<input type="text"/> in all fields
replace with	<input type="text"/>
<input checked="" type="radio"/> Match whole words (recommended) <input type="radio"/> Match exact string	
<input type="button" value="replace"/>	

For short terms or phrases, you can enter them here. For longer ones, you'll want to copy and paste from another source since the fields show a limited number of characters on-screen and scrolling through them is not ideal. You'll also see that you have two options here. If you're

working with full words and phrases (Anchorage Museum of History and Art), you can choose the Match whole words option. If you're changing something that is likely to be within a word (AMHA as part of an identifier like AMHA-B1990-014-5-Pol-04-37), you'll want to match the string. Be very careful about using that second option though, especially if what you're changing may show up in other words or phrases. Especially since the software doesn't distinguish by upper and lower case. For example, while amha isn't very likely to show up in a lot of other unrelated words, the Alaska State Library (ASL/asl) might need to approach this change through a different method—most likely the previous one where it's changed in one field at a time.

Place the old language in the Find field, place the new language in the Replace with field, select the appropriate choice between matching whole words or matching the exact string, and click on replace.

Find and replace across all fields		
Find	AMHA	in all fields
replace with	AMRC	
	<input type="radio"/> Match whole words (recommended) <input checked="" type="radio"/> Match exact string	
<div>replace</div>		

In this case, I've chosen "Match exact string" because the AMHA is part of an image identifier and because it's not a whole word, the other option will not work. Once you've taken a quick look to make sure everything is correct, click on the Replace button on the right of this section of the screen.

Depending on how many items the system has to change, this may be immediate or take a minute or so. You will then get a confirmation on the top of the screen telling you how many replacements were made. [The image below does not reflect this particular change! It's a screen capture from a different change.]

Find and replace completed. Number of replacements: 23109
Rebuild the text index to activate changes.



Find & replace

Find and replace metadata within one field or all fields, or change metadata content in fields. This function does not check controlled vocabulary so if you make changes to fields with controlled vocabulary, update your controlled vocabulary list.

Caution: This is a global action and cannot be undone.

Find and replace a single field	
Find	<input style="width: 90%;" type="text"/>
in the	Filename ▼ field
replace with	<input style="width: 90%;" type="text"/>
<input checked="" type="radio"/> Match whole words (recommended) <input type="radio"/> Match exact string	
replace	
Find and replace across all fields	
Find	<input style="width: 90%;" type="text"/> in all fields
replace with	<input style="width: 90%;" type="text"/>
<input checked="" type="radio"/> Match whole words (recommended) <input type="radio"/> Match exact string	
replace	
Change field metadata	
Change contents in the	Filename ▼ field
to	<input style="width: 90%;" type="text"/>
for every item in the collection	
change	

The website will also remind you to “rebuild the text index.” Until you do this, your changes will not take effect. Instructions on that at the end of this document.

Change field metadata

This is the option you'll use if you want to change all of the text within a single field. This one can be handy if you've changed your contact information, your ordering and use link has changed. Remember that it will change this information on every single record you've uploaded so far so it has to be a change that you want to apply to all of those. That is, you would not use this for the Description or Subject fields or other fields that should have content that varies.

Find & replace

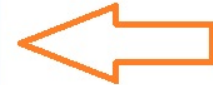
Find and replace metadata within one field or all fields, or change metadata content in fields. This function does not check controlled vocabulary so if you make changes to fields with controlled vocabulary, update your controlled vocabulary list.

Caution: This is a global action and cannot be undone.

Find and replace a single field	
Find	<input type="text"/>
in the	Filename <input type="text"/> field
replace with	<input type="text"/>
	<input checked="" type="radio"/> Match whole words (recommended) <input type="radio"/> Match exact string
<input type="button" value="replace"/>	

Find and replace across all fields	
Find	<input type="text"/> in all fields
replace with	<input type="text"/>
	<input checked="" type="radio"/> Match whole words (recommended) <input type="radio"/> Match exact string
<input type="button" value="replace"/>	


Change field metadata	
Change contents in the	Filename <input type="text"/> field
to	<input type="text"/>
for every item in the collection	
<input type="button" value="change"/>	




Here's a closer look at this change option. You can select the field that will be affected and enter the text you want.

Change field metadata	
Change contents in the	Filename <input type="text"/> field
to	<input type="text"/>
for every item in the collection	
<input type="button" value="change"/>	


As an example, here's a look at how it might work if you're changing the URL of the landing page on your website for ordering and use requests.

Change field metadata	
Change contents in the	Filename 
to	
for every item in the collection	
change	

Click on the down arrow next to the field name field. You'll see a scrollable list of all of the fields.

Find and replace a single field	
Find	Filename
in the	field
replace with	
<input type="radio"/> Match exact string	
replace	
Find and replace across all fields	
Find	Filename
replace with	
<input type="radio"/> Match exact string	
replace	
Change field metadata	
Change contents in the	Filename 
to	
for every item in the collection	
change	

In this case, we need to scroll down to the Ordering and use field. Click on Ordering and Use to select it.

	Language	<input type="radio"/> Match exact string
	Related Materials	
	Rights	replace
	Ordering & Use	
	Holding Institution	
	Metadata completed by	
Change contents in the	Filename 	field
to		
for every item in the collection		
change		

Now you're ready to put the new field contents into the text box. Copy/paste is probably your friend here, especially for longer entries. As you can see, this URL doesn't show in its entirety

because it's longer than the box. You can put your cursor in the field and scroll through the text once it's entered to make sure you haven't introduced any typos, but it's usually easiest to copy/paste from another source.

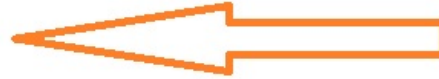
Important note: this is a really good time to review that everything you have entered here is correct, especially the field choice. When you're making global changes to all the content in a single field here, this is one of the few times you do not have an option to fix the error before it takes effect if you've mistakenly selected the wrong field.

Change field metadata	
Change contents in the	Ordering & Use field
to	<input type="text" value="es.consortiumlibrary.org/collections/online-materials/"/>
for every item in the collection	
<input type="button" value="change"/>	

Click on the change button to the right and down from the text box. Depending on how many items you have in uploaded, this may be quick or it may take a minute or so. When the task is complete, you'll see the same page, only at the top you'll see a listing of how many records were changed.

Current collection: University of Alaska Anchorage change

Find and replace completed. Number of replacements: 23109
Rebuild the text index to activate changes.



Find & replace

Find and replace metadata within one field or all fields, or change metadata content in fields. This function does not check controlled vocabulary so if you make changes to fields with controlled vocabulary, update your controlled vocabulary list.

Caution: This is a global action and cannot be undone.

Find and replace a single field	
Find	<input style="width: 90%;" type="text"/>
in the	Filename field
replace with	<input style="width: 90%;" type="text"/>
<input checked="" type="radio"/> Match whole words (recommended) <input type="radio"/> Match exact string	
replace	
Find and replace across all fields	
Find	<input style="width: 90%;" type="text"/> in all fields
replace with	<input style="width: 90%;" type="text"/>
<input checked="" type="radio"/> Match whole words (recommended) <input type="radio"/> Match exact string	
replace	
Change field metadata	
Change contents in the	Filename field
to	<input style="width: 90%;" type="text"/>
for every item in the collection	
change	

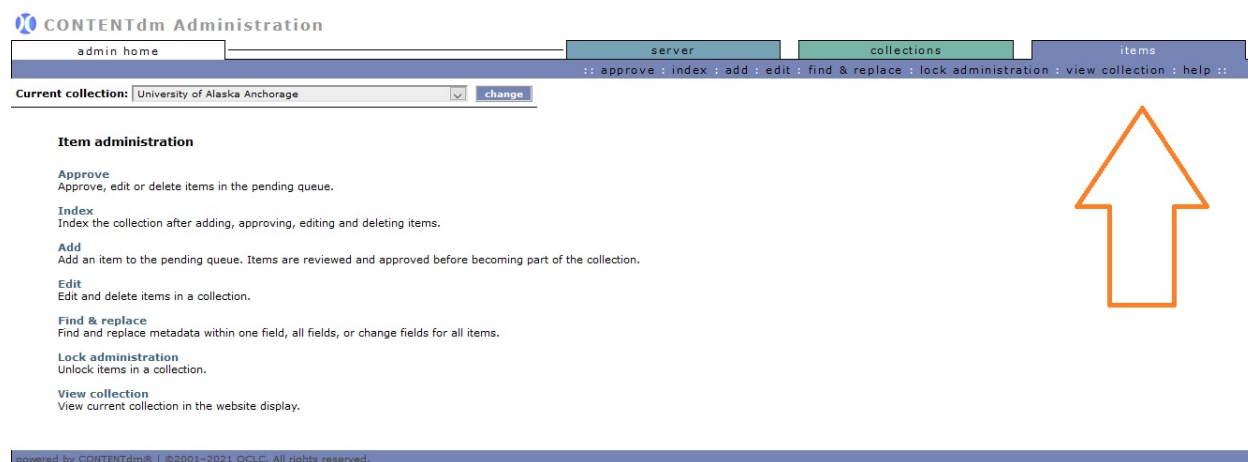
The website will also remind you to “rebuild the text index.” Until you do this, your changes will not take effect. Instructions on that at the end of this document.

Updating online records

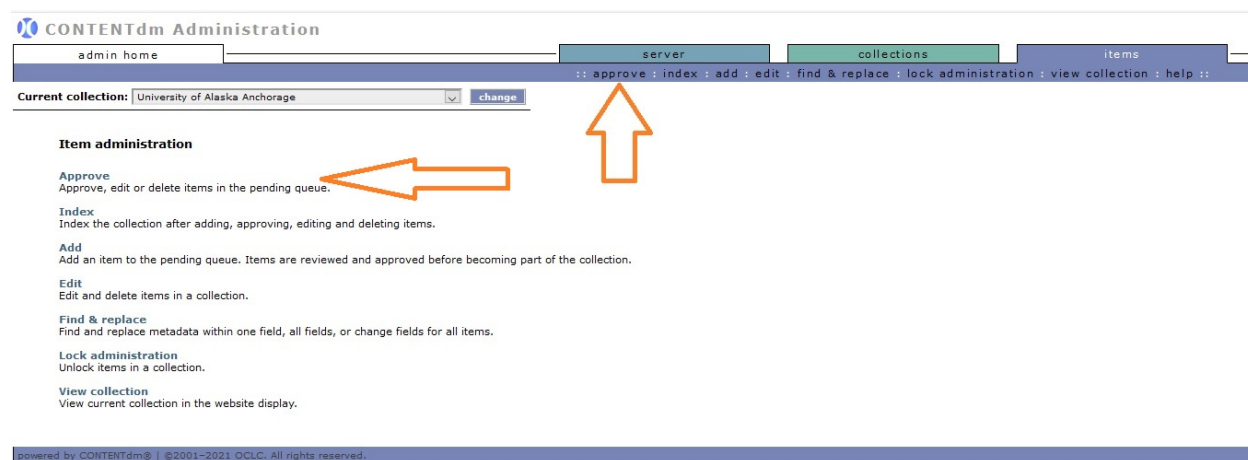
No matter what edit option you choose, your project director will need to do some work in the administrative interface to update the records as they appear online. For changes made in the Project Client, this requires two steps: approving the changed records and any new controlled vocabulary terms, and rebuilding the text index. For changes made in the administrative interface, it just requires rebuilding the text index.

Approving changed records

Log into the web interface. If you're not already on the Items tab, click on that.



Click on the Approve tab or the Approve link in the body of the page.



You'll be taken to the Approve page. There you will see the edited items. If a new term has been brought into the record or a record contains a term in a controlled vocabulary field which previously escaped approval, you can add it—or edit it—at this time. In this example, one of the identifiers had somehow not been approved in the original upload so I clicked on the Add button to the right of the term to have it added to the controlled vocabulary for the Identifier field.

Current collection: University of Alaska Anchorage
[change](#)

Approve items

Approve all items in the pending queue or review the detailed approval queue actions to approve items individually or to add terms to the controlled vocabulary.

To schedule an approval process, click **add**.

Full approval queue actions	view approval history
<div style="border: 1px solid #ccc; padding: 5px;"> Now: 5 pending item(s), 1 controlled vocabulary terms </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="radio"/> Approve all <input type="radio"/> Approve & index all <input type="radio"/> Delete all Warning: This cannot be undone. </div> <div style="font-size: small;"> (Records with unauthorized terms are approved but terms are not added to the controlled vocabulary.) </div> </div> <div style="text-align: right; margin-top: 5px;"> go </div> </div>	<div style="border: 1px solid #ccc; padding: 5px;"> Scheduled approvals – pending add </div> <div style="border: 1px solid #ccc; padding: 20px; text-align: center; margin-top: 5px;"> <p>No approvals scheduled</p> </div>

Detailed approval queue actions															
<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> Controlled vocabulary add all </div> <div style="background-color: #f2f2f2; padding: 2px 5px; margin-top: 2px;"> Identifier field </div> <div style="border: 1px solid #ccc; padding: 2px 5px; margin-top: 2px;"> uaa-hmc-0998-5 add edit </div> </div>															
<div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> Reviewing 5 of 5 pending item(s) Before reviewing items, you should review the unauthorized control vocabulary terms above. <div style="margin-top: 5px;"> * Items marked with and asterisk contain unauthorized controlled vocabulary terms. </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> approve delete </div> <div style="margin-top: 5px;"> select: all 5 none </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;"><input type="checkbox"/></td> <td style="width: 85%;">Walter Todd Diary D, May 19, 1917-Jan. 2, 1918.</td> <td style="width: 10%; text-align: right; font-size: small;">edit</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Walter Todd Diary C, Jan. 15-May 18, 1917.</td> <td style="text-align: right; font-size: small;">edit</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Walter Todd Diary B, Nov. 22, 1915-Jan. 14, 1917.</td> <td style="text-align: right; font-size: small;">edit</td> </tr> <tr> <td><input type="checkbox"/></td> <td>* Walter Todd Diary E, January-September, 1918.</td> <td style="text-align: right; font-size: small;">edit</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Walter Todd diary A, June-November 1915.</td> <td style="text-align: right; font-size: small;">edit</td> </tr> </table> <div style="margin-top: 5px;"> select: all 5 none </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> approve delete </div> </div>	<input type="checkbox"/>	Walter Todd Diary D, May 19, 1917-Jan. 2, 1918.	edit	<input type="checkbox"/>	Walter Todd Diary C, Jan. 15-May 18, 1917.	edit	<input type="checkbox"/>	Walter Todd Diary B, Nov. 22, 1915-Jan. 14, 1917.	edit	<input type="checkbox"/>	* Walter Todd Diary E, January-September, 1918.	edit	<input type="checkbox"/>	Walter Todd diary A, June-November 1915.	edit
<input type="checkbox"/>	Walter Todd Diary D, May 19, 1917-Jan. 2, 1918.	edit													
<input type="checkbox"/>	Walter Todd Diary C, Jan. 15-May 18, 1917.	edit													
<input type="checkbox"/>	Walter Todd Diary B, Nov. 22, 1915-Jan. 14, 1917.	edit													
<input type="checkbox"/>	* Walter Todd Diary E, January-September, 1918.	edit													
<input type="checkbox"/>	Walter Todd diary A, June-November 1915.	edit													

If you have multiple controlled vocabulary terms to be added and have reviewed them to ensure you want them to be added, you do not need to add them individually. Click on the “add all” link to the right of the Controlled vocabulary header (not the Approve all button/go button in the Full approval queue section!) and all will be added.

Approve items

Approve all items in the pending queue or review the detailed approval queue actions to approve items individually or to add terms to the controlled vocabulary.

To schedule an approval process, click **add**.

Full approval queue actions	view approval history
Now: 5 pending item(s), 1 controlled vocabulary terms	Scheduled approvals – pending add
<div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="radio"/> Approve all <input type="radio"/> Approve & index all <input type="radio"/> Delete all Warning: This cannot be undone. </div> <div style="font-size: small;"> (Records with unauthorized terms are approved but terms are not added to the controlled vocabulary.) </div> </div> <div style="text-align: right; margin-top: 5px;">go</div>	<div style="background-color: #f0f0f0; padding: 10px; border: 1px solid #ccc; margin: 10px auto; width: 80%;"> No approvals scheduled </div>

Detailed approval queue actions															
<table style="width: 100%;"> <tr> <td style="background-color: #e0e0e0;">Controlled vocabulary</td> <td style="text-align: right;">add all</td> </tr> <tr> <td style="background-color: #e0e0e0;">Identifier field</td> <td></td> </tr> <tr> <td style="border-bottom: 1px solid #ccc;">uaa-hmc-0998-5</td> <td style="text-align: right; border-bottom: 1px solid #ccc;">add edit</td> </tr> </table>	Controlled vocabulary	add all	Identifier field		uaa-hmc-0998-5	add edit									
Controlled vocabulary	add all														
Identifier field															
uaa-hmc-0998-5	add edit														
Reviewing 5 of 5 pending item(s) Before reviewing items, you should review the unauthorized control vocabulary terms above. * Items marked with and asterisk contain unauthorized controlled vocabulary terms.															
<div style="background-color: #f0f0f0; padding: 2px; margin-bottom: 5px;"> approve delete </div> <div style="margin-bottom: 5px;"> select: all 5 none </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;"><input type="checkbox"/></td> <td style="width: 80%;">Walter Todd Diary D, May 19, 1917-Jan. 2, 1918.</td> <td style="width: 15%; text-align: right;">edit</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Walter Todd Diary C, Jan. 15-May 18, 1917.</td> <td style="text-align: right;">edit</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Walter Todd Diary B, Nov. 22, 1915-Jan. 14, 1917.</td> <td style="text-align: right;">edit</td> </tr> <tr> <td><input type="checkbox"/></td> <td>* Walter Todd Diary E, January-September, 1918.</td> <td style="text-align: right;">edit</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Walter Todd diary A, June-November 1915.</td> <td style="text-align: right;">edit</td> </tr> </table> <div style="margin-bottom: 5px;"> select: all 5 none </div> <div style="background-color: #f0f0f0; padding: 2px;"> approve delete </div>	<input type="checkbox"/>	Walter Todd Diary D, May 19, 1917-Jan. 2, 1918.	edit	<input type="checkbox"/>	Walter Todd Diary C, Jan. 15-May 18, 1917.	edit	<input type="checkbox"/>	Walter Todd Diary B, Nov. 22, 1915-Jan. 14, 1917.	edit	<input type="checkbox"/>	* Walter Todd Diary E, January-September, 1918.	edit	<input type="checkbox"/>	Walter Todd diary A, June-November 1915.	edit
<input type="checkbox"/>	Walter Todd Diary D, May 19, 1917-Jan. 2, 1918.	edit													
<input type="checkbox"/>	Walter Todd Diary C, Jan. 15-May 18, 1917.	edit													
<input type="checkbox"/>	Walter Todd Diary B, Nov. 22, 1915-Jan. 14, 1917.	edit													
<input type="checkbox"/>	* Walter Todd Diary E, January-September, 1918.	edit													
<input type="checkbox"/>	Walter Todd diary A, June-November 1915.	edit													

If a controlled vocabulary term needs to be edited, the instructions for that can be found in the Navigating the administrative interface for project directors tutorial.

If you have no additional controlled vocabulary terms, or you've approved the ones, you'll be left with the content in the Reviewing pane on this page. As you see, the page confirms that your controlled vocabulary terms are handled.

Detailed approval queue actions

Controlled vocabulary

All terms in pending items conform to the defined controlled vocabulary.

Reviewing 5 of 5 pending item(s)

approve delete	
select: all 5 none	
<input type="checkbox"/>	Walter Todd Diary D, May 19, 1917-Jan. 2, 1918. edit
<input type="checkbox"/>	Walter Todd Diary C, Jan. 15-May 18, 1917. edit
<input type="checkbox"/>	Walter Todd Diary B, Nov. 22, 1915-Jan. 14, 1917. edit
<input type="checkbox"/>	Walter Todd Diary E, January-September, 1918. edit
<input type="checkbox"/>	Walter Todd diary A, June-November 1915. edit
select: all 5 none	
approve delete	

The next step, if all appears correct, is to approve these items. You can either click in the check boxes on the left side of each item, or choose one of the “select all” links immediately above or below the list of items. Then click on the approve button.

You will be taken to a page that shows you the approve process. This is usually very fast though with many items it may take a few seconds. The default will take you back to the Approve page in 30 seconds, you can go there yourself, or you can move to any other page. If you don’t have multiple pages of approvals to complete, you may want to go directly to the Index page.

Rebuilding the text index

Whether you’ve approved edited items from the Project Client, done global changes with the Find and Replace function on the administrative website, or edited records individually in the administrative website, the last step is always to rebuild the text index so that the changes will show up on the live website. Click on the Index tab.

CONTENTdm Administration

admin home server collections items

Current collection: University of Alaska Anchorage change

Item administration

Approve
Approve, edit or delete items in the pending queue.

Index
Index the collection after adding, approving, editing and deleting items.

Add
Add an item to the pending queue. Items are reviewed and approved before becoming part of the collection.

Edit
Edit and delete items in a collection.

Find & replace
Find and replace metadata within one field, all fields, or change fields for all items.

Lock administration
Unlock items in a collection.

View collection
View current collection in the website display.

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This will take you to the index page. This page has some useful information. You can look at the history of past indexes to see how quickly your collection has been growing (and your total current count of items.) If the system is ready for indexing, the Index Status box will have the text outlined in green and say “Last index successful” with the date one was last completed.

CONTENTdm Administration

admin home server collections items

Current collection: University of Alaska Anchorage change

Index

Index the collection after you have added or deleted items, or changed metadata within a collection. Indexing may take several minutes.

Note: All times shown are in EDT.

Index status

Last index successful
Started: 2021-05-11, 19:12:48

Scheduled indexes – pending

No indexes scheduled

Index history [see all](#)

- 2021-05-11, 19:12:48: Duration: 00:34:19
Items in index: 23109
- 2021-05-11, 16:00:14: Duration: 00:37:43
Items in index: 23109
- 2021-05-10, 20:38:12: Duration: 00:05:41
Items in index: 23109
- 2021-05-07, 22:07:22: Duration: 00:07:24
Items in index: 23109

Index scheduler

Immediate indexing
Start the index process now to update your collection without scheduling.

index now

Scheduled indexing
Schedule one-time or recurring index processes to index the collection automatically at a planned time.

☒ Once on 2021-05-12 at 17:00

☐ Recurring at 1:00

☐ Daily

☐ On the selected days:

☐ Monday ☐ Saturday

☐ Tuesday ☐ Sunday

☐ Wednesday

☐ Thursday

☐ Friday

schedule index

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Click on the Index now blue button in the Index scheduler box. The page will re-load and the Index status box will now reflect that an index is underway. The text will now be outlined in yellow until the index has completed. Indexing time will vary depending on how much metadata has been attached to the records and how many records will be affected. The time elapsed under the Index history is not the time elapsed that you will experience which will be much longer. If the hosting server is having backups run, it may be a matter of hours. If an index takes longer than a half day, please contact the Statewide project coordinator. Occasionally indexes get hung up and need to be reset. This will not result in a loss of data.

Once the indexing is complete, the edits will appear in the online records.